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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 3, 1949

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on June 3, 1949, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

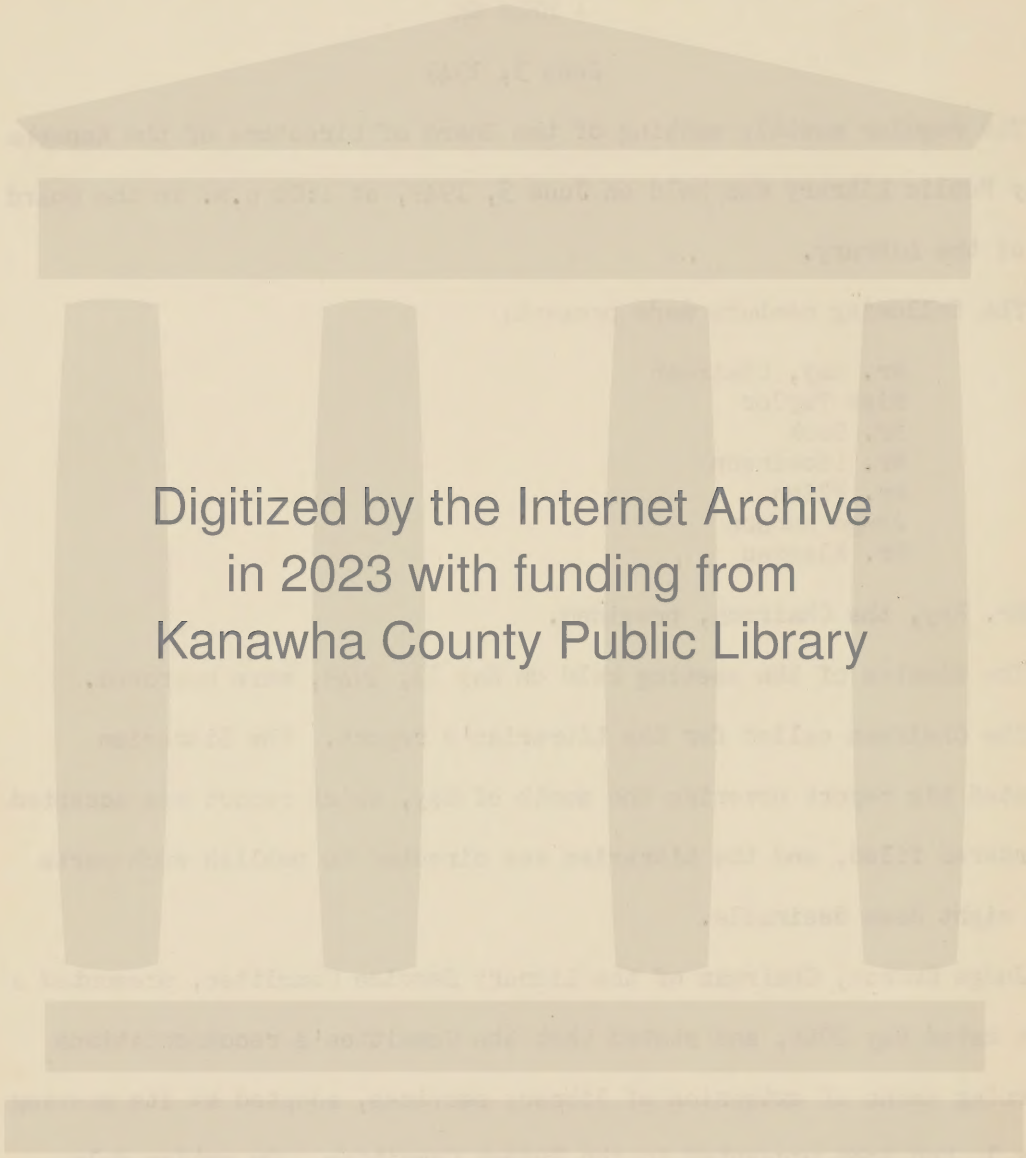
Mr. Ray, Chairman
Miss Taylor
Dr. Cook
Mr. Dickinson
Mr. Flinn
Judge Hudson
Mr. Kleeman

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on May 13, 1949, were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of May, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

Judge Hudson, Chairman of the Library Service Committee, presented a Report dated May 20th, and stated that the Committee's recommendations concerning means of extension of library services, adopted at its meeting on May 1, had been presented to the Budget Committee. On motion duly made, seconded and carried the Report was received and ordered filed, and the Librarian was directed to send a copy of the Report to all members of the Board.



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Mr. Dickinson, Chairman of the Budget Committee, presented a proposed budget of $125,054.60 (Exhibit A) for the Main Library for the fiscal year 1949-1950, and a proposed budget of $9,558.70 (Exhibit B) for Garnet Branch Library for the fiscal year 1949-1950. After discussion, Mr. Flinn moved the adoption of the following resolution:

> RESOLVED, That the proposed budget of $134,613.30 for the fiscal year 1949-1950 as amended and adopted by the Budget Committee be approved; and that the said budget be transmitted to the Board of Education with the recommendation that it be adopted.

The motion was seconded by Mr. Kleeman, and, a vote being taken, it was unanimously adopted.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 218 and 219) and Mr. Flinn moved, Judge Hudson seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, the motion was adopted.

The Chairman stated that the term of Dr. Cook as a member of the Board of Directors of the Library would expire on June 30, 1949, and on motion made by Mr. Flinn and seconded by Judge Hudson, the following resolution was unanimously adopted:

> RESOLVED, That Dr. Roy Bird Cook be nominated to serve as a member of the Board of Directors of the Kanawha County Public Library for a term expiring June 30, 1955; and that the said nomination be transmitted to the Board of Education with the recommendation that the nominee be duly elected.

The Librarian presented the application of Miss Hazel Fisher for employment during the summer. Mr. Kleeman moved, Miss Taylor seconding, the adoption of the following resolution:

RESOLVED, That Miss Hazel Fisher be employed as temporary Librarian Assistant, Circulation Department, for the period of June 13-August 31 inclusive at a monthly salary of $200.00.

In addition, the Librarian announced the following staff changes: Mr. John Workman to be temporary page for forty hours during June at a salary of 50¢ per hour; Miss Martha Bond to be temporary Clerical Assistant, Circulation Department, for the period June 15-August 22, at a monthly salary of $115.55; Miss Bobbie Shamblin to be on a full-time basis for the month of June at a salary of $115.55; Mrs. Cynthia Reid to be on a 35 hour per week basis for the month of July; Miss Dorothy Twohig and Miss Lillian Thompson to be on a full-time basis at a monthly salaries of $140.55 and $126.55 respectively, effective July 1; Miss Bobbie Shamblin to be on leave of absence without pay for the months of July and August. On motion made by Mr. Dickinson and duly seconded, the foregoing staff changes were ratified, confirmed and approved.

There being no further business, the meeting, on motion adjourned.

John Ray
Chairman

Charles E. Butler
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1949-1950

Salaries		$65,504.60
Books		25,000.00
Periodicals		2,000.00
Binding		3,450.00
Supplies		3,000.00
Printing		425.00
Utilities		4,225.00
Miscellaneous		500.00
Insurance		750.00
Building Maintenance		2,200.00
Supplementary budget for further extension of county service		18,000.00
Librarian	$3,000.00	
Assistant	2,800.00	
Driver	1,900.00	
Clerk	1,600.00	
Books	2,200.00	
Bookmobile	6,500.00	
	$18,000.00	
		$125,054.60
For Garnet Branch Library Proposed Budget see Exhibit B.		9,558.70
Total Budget as outlined in Exhibits A and B		$134,613.30

KANAWHA COUNTY PUBLIC LIBRARY

Position	Employee	Initial Salary* (annual)
Librarian	Charles E. Butler	4,756.60
Head, Reference Department	(vacancy)	3,306.60
Head, Circulation Department	Julia Sullivan	3,402.60
Head, Extension Department	Frances Alderson	3,606.60
Head, Boys and Girls Department	Wilma Brown	3,558.60
Head, Catalog Department	Alice Wilson	3,426.60
Librarian Assistant, Circulation Department	Mary Ellis	2,850.60
Librarian Assistant, Circulation Department	Mary L. Meyer	2,922.60
Librarian Assistant, Circulation Department	Robert F. Simmons	2,406.60
Librarian Assistant, Reference Department	Martha Wright	2,922.60
Librarian Assistant, Extension Department	Barbara Davis	2,646.60
Librarian Assistant, Catalog Department	Jane Brugger	3,282.60
Secretary	Lorena Ammar	2,010.60
Clerk Assistant, Order Desk	Betty Ann Dawson	1,746.60
Clerk Assistant, Catalog Department	Caroline Diederichs	1,578.60
Clerk Assistant, Catalog Department	Wanna Lee Adkins	1,518.60
Clerk Assistant, Extension Department	Emogene Webb	1,686.60
Clerk Assistant, Extension Department	Nancy Blackwell	1,518.60
Clerk Assistant, Circulation Department	Aileen Webb	1,686.60
Clerk Assistant, Circulation Department	Cynthia Reid	1,806.60
Clerk Assistant, Circulation Department	Evelyn Call	1,458.60
Clerk Assistant, Circulation Department	Bobbie Shamblin	726.00
Clerk Assistant, Boys and Girls Department	Dorothy Twohig	1,686.60
Clerk Assistant, Boys and Girls Department	Lillian Thompson	1,518.60

* During the year certain Initial annual salaries will be increased by increments of $48-72 or portions thereof from the fund marked "Salary Increments."

Position	Employee	Initial Salary* (annual)
Driver, Extension Department	Charles House	2,118.60
Page	Lionel Sturgill	360.00
Page	Joan Woodyard	260.00
Page	Robert Eary	360.00
Custodian	R. R. Hoblitzell	1,860.60
Custodian	Frederick Heinold	1,866.60
Salary Increments (to be paid to above positions on anniversaries of a year's service)		701.00
Books and Supplies		
Books		25,000.00
Periodicals		2,000.00
Binding		3,450.00
Supplies		3,000.00
Printing		425.00
Utilities		
Telephone		525.00
Gas		825.00
Electricity		2,525.00
Water		350.00
Miscellaneous		500.00
Insurance		750.00
Building Maintenance		2,200.00
Supplementary Budget		18,000.00
Grand Total		125,054.60

* During the year certain Initial annual salaries will be increased by increments of $48-72 or portions thereof from the fund marked "Salary Increments."

GARNET BRANCH LIBRARY

Proposed Budget 1949-50

Position	Employee	
* Acting Librarian	Laverta Spurlock (at a yearly salary of $2,250.60 for July and August only)	375.10
* Assistant Librarian	Elsie Mitchell (at a yearly salary of $1,821.60 for July and August only)	303.60
* Librarian	to be appointed (at a yearly salary of $2,994.60 for Sept. 1949-June 1950)	2,495.50
* Assistant Librarian	Laverta Spurlock (at a yearly salary of $2,010.60 for Sept. 1949-June 1950)	1,675.50
Substitute Librarian		548.00
Page Service		240.00
Janitor		700.00
Books and Supplies		
Books		2,000.00
Periodicals		200.00
Binding		300.00
Building Expenses		
Heat, Light, Water		60.00
Supplies, Repairs, Additions		400.00
Administration		
Office, Supplies		100.00
Telephone		81.00
Petty Cash		30.00
Contingent Fund		50.00
	Total	$9,558.70

* The present Acting Librarian and Assistant Librarian are budgeted at yearly salaries of $2,250.60 and $1,821.60 respectively for the months of July and August only. In September a new Librarian will be appointed, at which time Mrs. Spurlock will revert to her former position of Assistant Librarian at a salary of $2,010.60 per year.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

September 2, 1949

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on September 2, 1949, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Dayton
Judge Hudson
Colonel Phillips
Miss Taylor

In the absence of Mr. Ray, Dr. Cook was chosen by unanimous consent to act as Chairman.

The minutes of the meeting held on June 3, 1949 were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the months of June, July, and August, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 220, 221, 222, 223 224, and 225) and Judge Hudson moved, Miss Taylor seconding, that the bills be approved by the Library Board and transmitted to the Board of Education (List Nos. 221 and 223) and the Finance Committee (List Nos. 220, 222, 224, and 225) for payment. A vote being taken, the motion was adopted.

The Librarian stated that the Garnet Branch Library Board, at a meeting on July 18, 1949, had recommended the employment of Mrs. Jamie R. Graham as Branch Librarian. After discussion of Mrs. Graham's qualifications, Judge Hudson moved the adoption of the following resolution:

RESOLVED, That Mrs. Jamie R. Graham be appointed Librarian of Garnet Branch Library at a monthly salary of $249.55 effective September 15, 1949.

The motion was seconded by Colonel Phillips. and, a vote being taken, it was unanimously adopted.

The Librarian presented the applications of Miss Jane Brand and Mrs. Margaret H. Hilliard for the positions of Head of the Reference Department and Librarian Assistant, Circulation Department, respectively, and recommended their employment. After discussion, Colonel Phillips moved the adoption of the following resolution:

RESOLVED, That Miss Jane Brand, be employed as Head, Reference Department at a monthly salary of $267.55 effective September 6, 1949, and,

RESOLVED FURTHER,
That Mrs. Margaret Hilliard be employed as Librarian Assistant Circulation Department, at a monthly salary of $225.55 effective October 1, 1949.

The motion was seconded by Miss Taylor, and, a vote being taken, it was declared adopted.

The Librarian stated that information on various candidates for the position of librarian to succeed Mr. Butler was being gathered as quickly possible, and that it was hoped that recommendations could be made to the Board within a short time. Judge Hudson moved the adoption of the following resolution:

RESOLVED, That the President and the Librarian be appointed a Committee with power to act in the selection of the next Chief Librarian.

The motion was seconded by Miss Taylor, and, a vote being taken, it was unanimously adopted.

In addition, the Librarian announced the following staff changes: the salary of Miss Jane Brugger to be increased $6.00 per month effective August 1; Mr. George Vickers to be substitute Bookmobile driver at a monthly rate of $176.00 for the period August 2-13; Mrs. Cynthia Reid to be on a full-time basis for the period August 1-14; Mrs. Cynthia Reid to be on leave of absence without pay for the period August 15-September 18; Mr. Lionel Sturgill to be on leave of absence without pay for the period August 1-31; Mr. W. C. Dotson to be substitute page at a monthly salary of $30.00 for the period August 1-31; Mr. John Lowry to be page at a monthly salary of $30.00 effective August 10th; the resignation of Mrs. Mary Richardson Ellis effective August 15; the resignation of Mr. Robert Eary effective August 9th. On motion made by Miss Taylor and duly seconded, the foregoing staff changes were ratified, confirmed and approved.

There being no further business, the meeting, on motion adjourned.

H. B. Cook
Chairman

Charles E. Butler
Secretary

September 9, 1949

Mr. John V. Ray
Kanawha Valley Bank Building
Charleston, West Virginia

Dear Mr. Ray:

A special meeting of the Board of Directors of the Kanawha County Public Library will be held at 4 p.m. on Tuesday, September 13th in the Board Room of the Library.

The purpose of the meeting is to act on the resignation of Mr. Butler and to act on the proposal to elect Mr. Robert North, Jr. Librarian.

Sincerely yours,

Charles E. Butler

Secretary to the Board

CEB:la

I hereby certify that a true copy of the foregoing notice was mailed by United States Mail duly deposited in the United States Post Office by me on September 9th, 1949 to the following:

Mr. John V. Rsy
Mr. Virgil L. Flinn
Miss Anna Taylor
Dr. Roy Bird Cook
Mr. Donald C. Shonk
Mr. Arthur Hanson
Colonel Walter C. Phillips
Mrs. Arthur Dayton
Mr. John Young
Mr. C. C. Dickinson
Mr. Sidney M. Kleeman
Mrs. H. D. Rummel
Dr. Joseph C. Hoffman
Mrs. W. E. Clark
Dr. Leonard Riggleman
Judge Arthur P. Hudson

Secretary to the Librarian

MINUTES OF A SPECIAL MEETING

OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

September 13, 1949

A special meeting of the Board of Directors of the Kanawha County Public Library, called pursuant to the provisions of Section 3, Article II, of the By-Laws, was held on September 13, 1949 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Mr. Dickinson
Mr. Flinn
Colonel Phillips
Dr. Hoffman
Mr. Kleeman
Mr. Hanson

Mr. Ray, the Chairman, presided.

The Librarian read the minutes of the meeting held on September 2, 1949, and Mr. Flinn moved, Colonel Phillips seconding, that the minutes be approved as read. The motion was carried.

The Chairman stated that the Librarian had offered his resignation, and Miss Taylor moved that the following resolution be adopted:

RESOLVED, That the resignation of Charles E. Butler as Librarian of Kanawha County Public Library be accepted, to be effective as of September 30, 1949; and,

RESOLVED FURTHER,
That this Board in accepting the resignation of Charles E. Butler, which it does with the utmost

reluctance and regret, hereby tenders to Mr. Butler its hearty congratulations upon his appointment as Librarian of West Virginia University.

We cannot, however, allow his withdrawal as Librarian to pass without some mention of our appreciation of his services.

Mr. Butler became Librarian of Kanawha County Public Library on September 9, 1939. During his years of service the Library has attained a high standard, due in large measure to his exceptional ability and untiring devotion.

Through his efforts the book collection of the Library has been enriched and enlarged until it is now outstanding for a community such as ours; a staff of highly trained professional workers has been assembled, and the services of the library have been greatly expanded; the activities of the Children's Department have been increased so that they now include work with schools, radio, puppet shows, and clubs; and library service outside Charleston has been made available to a larger number of communities and schools, not only by means of the Bookmobile, but also through the Deposit Collection, which was established under Mr. Butler's leadership.

During 1942, 1943, 1944 and 1945, Mr. Butler was absent on leave from the Library while he served with distinction in the army of the United States, being with the United States Air Force in Great Britain for the greater part of the period.

Mr. Butler has contributed greatly to the cultural life of the community, both professionally and personally, through library sponsored art exhibits, radio programs, and his own literary achievements.

His broad experience, good judgment and wise counsel have been most valuable to the work of the Library and he has won the respect and admiration of all with whom he has worked.

Mr. Flinn seconded the motion, and, a vote being taken, it was unanimously adopted.

Mr. Dickinson moved that a copy of the foregoing resolution be spread upon the minutes of this meeting and that a copy be given to Mr. Butler. The motion was seconded by Mr. Kleeman, and, a vote being taken, the motion was carried.

The Chairman stated that he and the Librarian, acting as the Special Committee appointed by the Board, had entered into correspondence with candidates for the position of Librarian of the Kanawha County Public Library to succeed Mr. Butler. He reported on a personal interview which he had recently had with Mr. Robert North, Jr., and the Librarian presented a statement covering Mr. North's education, training, and experience. After full discussion, Mr. Flinn moved that the following resolution be adopted:

> RESOLVED, That Mr. Robert North, Jr., of Emory University, Georgia, be elected Librarian of the Kanawha County Public Library, at an annual salary of $4,250.00 to take effect as soon as Mr. North can make arrangements to come to Charleston and assume his duties as such.

The motion was seconded by Mr. Kleeman, and, a vote being taken, it was unanimously adopted.

Mr. Dickinson moved the adoption of the following resolution:

> RESOLVED, That Mr. Robert F. Simmons be appointed Acting Librarian during the period between Mr. Butler's departure and such time as Mr. North officially assumes his duties as Librarian.

The motion was seconded by Mr. Hanson, and, a vote being taken, it was declared adopted.

The Librarian presented the recommendation of the Garnet Branch Library Board that the monthly salary of Mrs. Laverta Spurlock, Assistant Librarian, be increased to $206.30, effective at the time she is to relinquish her duties as Acting Librarian and revert to her former position as Assistant Librarian. After full discussion, the adoption of the following resolution was moved by Mr. Dickinson:

> RESOLVED, That the monthly salary of Mrs. Spurlock as Assistant Librarian remain set at $167.55 as provided in the 1949-1950 budget adopted by the Board of Education and the Library Board, and

RESOLVED FURTHER,
That the matter of an increase in Mrs. Spurlock's salary be referred to the Budget Committee at the time it considers the 1950-1951 Budget.

The motion was seconded by Mr. Flinn, and, a vote being taken, it was declared adopted. The Librarian was requested to express to Mrs. Spurlock the Board's appreciation of her work as Acting Librarian.

In addition, the Librarian announced the following staff changes: in accordance with the salary schedule now in effect the salaries of Miss Martha Wright and Mrs. Mary Meyer to be increased $6.00 per month effective September 1; the salary of Miss Barbara Davis to be increased $6.00 per month effective August 1; the salaries of Miss Nancy Blackwell and Miss Dorothy Twohig to be increased $5.00 per month effective September 1; the salary of Miss Evelyn Call to be increased $4.00 per month effective September 1; the employment of Mr. Lionel Sturgill and Mr. Stafford Roach as pages at monthly salaries of $30.00 effective September 1; the employment of Miss Barbara Webb at a monthly salary of $126.55 effective September 6; the employment of Mr. Robert R. Mund at a monthly salary of $237.55 effective September 15; the re-employment of Mrs. Cynthia Reid and Miss Bobbie Lee Shamblin at monthly salaries of $150.55 and $126.55, effective September 19 and September 1, respectively; Miss Dorothy Twohig and Miss Lillian Thompson to change from full-time to 35 hours per week effective September 13; and on motion made by Mr. Flinn and duly seconded, the foregoing staff changes were ratified, confirmed, and approved.

There being no further business, the meeting, on motion, adjourned.

John W. Ray
Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

October 7, 1949

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on October 7, 1949, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Clark
Colonel Phillips
Mr. Young

The Chairman of the Board being absent, Dr. Cook was chosen by unanimous consent to act as Chairman of the meeting, and the Acting Librarian was elected Secretary of the meeting.

The minutes of the meeting held on September 13, 1949, were approved.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented his report covering the month of September, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as he might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 226 and 227), and Colonel Phillips moved, Mrs. Clark seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof, the motion was adopted, and the Acting Librarian was directed to forward

the bills in the usual manner.

The Chairman presented a letter from Mr. Thomas W. Beggs, Director National Collection of Fine Arts, Smithsonian Institution asking for the return of the oil painting, Gold Mining, Cripple Creek, by Ernest Lawson, N. A. assigned to the Charleston Public Library on April 24, 1930, pursuant to a loan or deposit agreement. The agreement made between the Trustees of the Charleston Public Library Board (Charleston West Virginia Art Association) and the National Gallery at Washington, administered by the Smithsonian Institution was read.

Mrs. Clark presented the following resolution:

> RESOLVED, That the oil painting Gold Mining, Cripple Creek, by Ernest Lawson, N. A. be returned to the National Collection of Fine Arts, Smithsonian Institution as requested by Mr. Thomas Beggs, Director.

Colonel Phillips seconded the motion and, a vote being taken, it was carried.

The Acting Librarian reported the following staff changes:

1. The salary of Miss Alice Wilson to be increased $6.00 per month effective October 1;

2. The employment of Mr. Will Brown as Custodian at a monthly salary of $155.55 per month; effective September 28;

3. The change of Miss Bobbie Shamblin from full-time to half-time basis, effective October 1;

4. The resignation of Mr. Robert R. Hoblitzell as Custodian, effective September 30;

5. The resignation of Miss Barbara Davis as Librarian Assistant, Extension Department, effective October 24;

6. The salary of Mr. Lionel Sturgill to be increased $5.00 per month effective October 1.

On motion made by Colonel Phillips and duly seconded, the foregoing staff changes were ratified, confirmed, and approved.

There being no further business, the meeting on motion was adjourned.

Chairman

Robert F. Simmons
Secretary, Acting

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

December 2, 1949

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on December 2, 1949, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Miss Taylor
Mrs. Dayton
Mr. Flinn
Mr. Hanson
Mr. Young
Mr. Shonk
Colonel Phillips
Judge Hudson

The Chairman of the Board being absent, Dr. Cook was elected Chairman of the meeting. The Librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on October 7, 1949, were approved.

The Chairman called for the Librarian's reports. The Librarian presented his reports covering the months of October and November, which reports were accepted and ordered filed, and the Librarian directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 228, 229, 230, and 231) and Mr. Shonk moved, Colonel Phillips seconding, that the

bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof, the motion was adopted, and the Librarian was directed to forward the bills in the usual manner.

The Librarian presented the revised budget for the fiscal year 1949-1950. After some explanation by Mr. Flinn and the Librarian, Mr. Flinn moved the adoption of the following resolution:

> RESOLVED, That the revised budget of $125,000.00 for the fiscal year 1949-1950 be approved; and that the said budget be transmitted to the Board of Education with the recommendation that it be adopted.

The motion was seconded by Judge Hudson, and, a vote being taken, it was unanimously adopted.

The question of repairing the front walks and steps with Plastic Rock was discussed as well as other matters of building maintenance--the balustrade on the top of the building, leaks on the dome, improvements in the electric wiring to comply with the suggestions of the State Fire Prevention Association. Repairing the steps was specifically postponed. Mr. Flinn moved the adoption of the following resolution:

> RESOLVED, That the Librarian be authorized to have made a survey of the building's need for repairs and report the results at a future meeting.

The motion was seconded by Miss Taylor, and, a vote being taken, it was unanimously adopted.

The Librarian brought up for discussion some proposed changes in the present method of selecting and ordering books which might result in the need of a new clerk assistant in the Catalog Department. After some discussion, Judge Hudson moved the adoption of the following resolution:

RESOLVED, That the matter of a new clerk assistant in the Catalog Department for the purpose of carrying on the book ordering procedures be left open until near the end of the fiscal year.

The motion was seconded by Colonel Phillips, and, a vote being taken, it was unanimously adopted.

The request of the Woman's Club of Dunbar for assistance in operating its library in the City Building at Dunbar was discussed as an example of the increasing demand for library service in the county. No action was taken.

The Librarian reported the following staff changes:

1. The resignation of Miss Julia Sullivan as Head, Circulation Department, effective November 14, 1949.

2. Mr. Robert F. Simmons, Acting Head of the Circulation Department beginning November 1, 1949 is to be raised $36.00. Effective December 1, 1949, Mr. Simmons's salary is to be raised an addition $7.50.

3. Mr. Charles House, Bookmobile Driver, is to be paid $5.05, for services in addition to his regular duties.

4. The employment of Miss Frances Dillinger, Clerk Assistant, Extension Department, on a half-time basis at a monthly salary of $65.50 effective November 2, 1949.

5. The salary of Miss Frances Alderson, Head, Extension Department, is to be raised $4.00 effective November 1, 1949.

6. The salary of Miss Lillian Thompson is to be raised $5.00 per month effective November 1, 1949.

7. The temporary employment of Mrs. Helen Miller, as Librarian Assistant Circulation Department at a monthly salary of $261.00 effective November 24, 1949.

8. The temporary employment of Ray McKnight as Page at an hourly rate of 50 cents beginning December 3, 1949.

9. The salary of Miss Wanna Adkins is to be raised $5.00 per month effective December 1, 1949.

The Librarian stated that the said salaries and salary increases are in accord with the salary schedule now in effect. On motion duly made, seconded and carried all of the foregoing were ratified, approved and confirmed.

There being no further business, the meeting, on motion, adjourned.

Chairman

Secretary

Exhibit A

KANAWHA COUNTY PUBLIC LIBRARY

Revised Budget 1949-1950

Salaries	$66,874.20
Books	25,000.00
Periodicals	2,000.00
Binding	3,450.00
Supplies	3,000.00
Printing	425.00
Utilities	4,225.00
Miscellaneous	500.00
Insurance	750.00
Building Maintenance	2,200.00
New Equipment	7,017.10
	$115,441.30
For Garnet Branch Library Proposed Budget see Exhibit B	9,558.70
	$125,000.00

KANAWHA COUNTY PUBLIC LIBRARY

Position	Employee	Initial Salary* (annual)
Librarian	Robert North, Jr.	4,256.60
Head, Reference Department	Jane Brand	3,210.60
Head, Circulation Department	(to be appointed)	3,402.60
Head, Extension Department	Frances Alderson	3,606.60
Head, Boys and Girls Department	Wilma Brown	3,558.60
Head, Catalog Department	Alice Wilson	3,426.60
Librarian Assistant, Circulation Department	Margaret Hilliard	2,706.60
Librarian Assistant, Circulation Department	Mary L. Meyer	2,922.60
Librarian Assistant, Circulation Department	Robert F. Simmons	2,406.60
Librarian Assistant, Circulation Department	Martha Wharton	2,922.60
Librarian Assistant, Extension Department	Robert Mund	2,850.60
Librarian Assistant, Catalog Department	Jane Brugger	3,282.60
Librarian's Secretary	Lorena Ammar	2,010.60
Clerk Assistant, Order Desk	Betty Ann Dawson	1,746.60
Clerk Assistant, Catalog Department	Caroline Diederichs	1,578.60
Clerk Assistant, Catalog Department	Wanna Adkins	1,518.60
Clerk Assistant, Extension Department	Emogene Webb	1,686.60
Clerk Assistant, Extension Department	Barbara Webb	1,518.60
Clerk Assistant, Extension Department	Frances Dillinger	1,578.60
Clerk Assistant, Circulation Department	Aileen Estep	1,686.60
Clerk Assistant, Circulation Department	Cynthia Reid	1,806.60
Clerk Assistant, Circulation Department	Evelyn Call	1,458.60
Clerk Assistant, Boys and Girls Department	Dorothy Twohig	1,686.60
Clerk Assistant, Boys and Girls Department	Lillian Thompson	1,518.60

* During the year certain Initial annual salaries will be increased by increments of $48-72 or portions thereof from the fund marked "Salary Increments."

Position	Employee	Initial Salary* (annual)
Clerk Assistant, Circulation Department	Bobbie Shamblin	726.00
Driver, Extension Department	Charles House	2,118.60
Custodian	Will Brown	1,866.60
Custodian	Frederick Heinold	1,866.60
Page	Lionel Sturgill	360.00
Page	John Lowry	360.00
Page	Donald Roach	360.00
Page	Joan Woodyard	260.00
Salary Increments (to be paid to above positions on anniversaries of a year's service)		608.00
Books and Supplies		
Books		25,000.00
Periodicals		2,000.00
Binding		3,450.00
Supplies		3,000.00
Printing		425.00
Utilities		
Telephone		525.00
Gas		825.00
Electricity		2,525.00
Water		350.00
Miscellaneous		500.00
Insurance		750.00
Building Maintenance		2,200.00
New Equipment		
Bookmobile		7,017.10
Grand Total		$115,441.30

* During the year certain Initial annual salaries will be increased by increments of $48-72 or portions thereof from the fund marked "Salary Increments."

Exhibit B Minutes of December 2, 1949

GARNET BRANCH LIBRARY

Proposed Budget 1949-50

Position	Employee	
* Acting Librarian	Laverta Spurlock (at a yearly salary of $2,250.60 for July and Aug. only)	375.~~00~~ 10
* Assistant Librarian	Elsie Mitchell (at a yearly salary of of $1,821.60 for July and Aug. only)	303.60
* Librarian	Jamie Graham (at a yearly salary of $2,994.60 for Sept. 1949-June 1950)	2,495.50
* Assistant Librarian	Laverta Spurlock (Sept. 1949-June 1950)	1,675.50
Substitute Librarian		548.00
Page Service		240.00
Janitor		700.00
Books and Supplies		
Books		2,000.00
Periodicals		200.00
Binding		300.00
Building Expenses		
Heat, Light, Water		60.00
Supplies, Repairs, Additions		400.00
Administration		
Office Supplies		100.00
Telephone		81.00
Petty Cash		30.00
Contingent Fund		50.00
	Total	$9,558.~~60~~ 70

* The present Acting Librarian and Assistant Librarian are budgeted at yearly salaries of $2,250.60 and $1,821.60 respectively for the months of July and August only. In September a new Librarian will be appointed, at which time Mrs. Spurlock will revert to her former position of Assistant Librarian at a salary of $2,010.60 per year.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

January 7, 1950

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on January 7, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Mrs. Clark
Mrs. Dayton
Miss Taylor
Dr. Cook
Mr. Flinn
Mr. Hanson

Mr. Ray, the Chairman, presided. The Librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on December 2, 1949, were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of December, which report was accepted and ordered filed, and the Librarian directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 232 and 233) and Mr. Flinn moved, Miss Taylor seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A

vote being taken and a majority voting in favor thereof, the motion was adopted, and the Librarian was directed to forward the bills in the the usual manner.

The Librarian read a letter from the Community Chest expressing thanks for use of space in the library building for their 1949 campaign. It was ordered filed.

On the motion of Dr. Cook, seconded by Mr. Hanson the following resolution was adopted:

> RESOLVED, That the Librarian dispose of the books left at the Library by Mr. Paul Grosscup in such manner as the Librarian may see fit, provided the books are not removed from the Library within ten days after a request in writing so to do is mailed to Mr. Paul Grosscup by U. S. registered mail.

Various matters of an administrative nature were touched upon and Mr. Flinn introduced the following resolution seconded by Mrs. Dayton:

> RESOLVED, That Mr. Robert North, Jr., Librarian, and the staff of the Kanawha County Public Library prepare at their earliest convenience a MANUAL OF ADMINISTRATION on the operation of the library for use of the Library's Board of Directors and the staff, in which manual items such as the following would be detailed:
>
> (1) Composition and method of electing or appointing the members of the Board of Directors
>
> (2) The salary scale for the library
>
> (3) The rules, regulations, policies, and motions adopted by the Library Board pertaining to the administration of the Library
>
> (4) Miscellaneous items which the Librarian and the staff believe should be included in the manual of administration.

The Librarian reported the receipt of eleven cases of books on history and genealogy of the Virginias from the family of the late Mr. A. M. Prichard of Staunton, Virginia, formerly of Charleston, West

Virginia. Dr. Cook moved and Mrs. Clark seconded the following motion which was unanimously carried.

WHEREAS, The books of the late Mr. A. M. Prichard will be a valuable and desirable addition to this Library and to the resources of this state for historical and genealogical studies; and,

WHEREAS, It was the wish of Betty Robson Prichard (Mrs. A. M. Prichard) that they be given to this Library; and,

WHEREAS, The children, Betty Jacqueline Prichard Kasper, Lydia Prichard Martin and Armstead Mead Prichard, Jr., wish to give the books in memory of their parents, Armstead Mead Prichard and Betty Robson Prichard;

THEREFORE BE IT RESOLVED,
That the generous and thoughtful offer of the Prichard family be accepted in accordance with the Library's general policies pertaining to the acceptance of gifts.

The Chairman asked Dr. Cook, as Chairman of the Book Committee, and the Librarian together to work out a general policy for the treatment and housing of valuable and non-circulating materials, such as that in the Prichard gift, to provide for its proper protection and utility.

Mrs. Clark moved the adoption of the following resolution:

RESOLVED, That Miss Anna Taylor's resignation as representative of the Board of Directors to the Kanawha Welfare Council (to which she was appointed by resolution of the Board February 7, 1947) be accepted; and

RESOLVED FURTHER,
That Mr. Robert North, Jr., Librarian, and representative, ex officio, be the sole representative authorized by the Board to the Kanawha Welfare Council.

The motion was seconded by Mr. Hanson, and, a vote being taken, it was unanimously adopted.

The Librarian reported the following salaries and salary changes which he stated are in accord with the salary schedule now in effect:

1. Mr. George Vickers, substitute Bookmobile Driver, is to be paid for two days, December 12 and 13, on the basis of a monthly salary of

$176.00.

2. Miss Nancy Blackwell, temporary Clerical Assistant, Catalog Department, is to be paid for ten days' work in December on the basis of a monthly salary of $131.55.

3. Mr. John Lowry, Page, is to be paid for 65 hours of services in December and January in addition to his regular duties at the rate of 50 cents an hour, or $32.50.

4. Miss Frances Alderson, Head, Extension Department, is to be raised $3.00 per month effective January 1, 1950.

5. Mr. Robert F. Simmons, Acting Head, Circulation Department, is to be raised $6.00 per month effective January 1, 1950.

6. Mr. Ray McKnight is to be paid for 47½ hours at the rate of 50 cents an hour, or $23.75 for services as page.

7. Miss Frances Dillinger, part-time Clerical Assistant, Extension Department, is to be paid on a full-time basis from December 19-31, on the basis of a monthly salary of $131.55.

On motion duly made, seconded and carried all of the foregoing were ratified, approved and confirmed.

There being no further business, the meeting, on motion, adjourned.

John W. Ray
Chairman

Robert Nath, Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

February 3, 1950

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on February 3, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Judge Hudson
Colonel Phillips
Dr. Cook
Mr. Flinn
Mrs. Clark
Mr. Hanson
Mrs. Dayton
Miss Taylor
Mr. Young

Mr. Ray, the Chairman, presided. The Librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on January 7, 1950, were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of January, which report was accepted and ordered filed, and the Librarian directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 234 and 235) and Mrs. Clark moved, Dr. Cook seconding, that the bills be approved by the

Library Board and transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof, the motion was adopted, and the Librarian was directed to forward the bills in the usual manner.

The recent changes in the proceedures of book selection, described briefly in the Librarian's report, were discussed, as well as functions of the Book Committee. The Chairman asked the Librarian and Dr. Cook, Chairman of the Book Committee, to clarify the functions of the Book Committee, in respect to Article II, Section 3 (committees) Article VII, Section 1 (approval of book bills) of the by-laws.

The Librarian reported briefly on some of the meetings he attended at the midwinter conference of the American Library Association.

The Librarian reported the following salaries and salary changes which he stated are in accord with the salary schedule now in effect:

1. Miss Frances Dillinger, Clerk Assistant, Extension Department, is to be paid on full-time basis beginning January 26, 1950, on the basis of a monthly salary of $131.55.

2. Mr. Ray McKnight is to be paid for 38 hours at the rate of 50 cents per hour, or $19.00 for services as page.

3. Miss Pat Waterstone, temporary Clerk Assistant, is to be paid for 36 hours of services for the month of January 1950 at the rate of 50 cents per hour. She is to be paid for 80 hours of services or $40.00 for February 1950.

4. Miss Joan Woodyard, Page, is to be raised $5.00 per month beginning January 1, 1950.

5. Mr. John Lowry, Page, is to be raised $5.00 per month beginning

February 1, 1950.

6. Miss Bobbie Shamblin, half-time Clerk Assistant, Circulation Department, is to be raised $2.50 per month beginning February 1, 1950.

Mr. Robert Mund, Librarian Assistant, Extension Department, is to be raised $6.00 per month effective February 1, 1950.

John L. Ray
Chairman

Robert Nauth, Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

March 3, 1950

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on March 3, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Chairman
Mrs. Clark
Mr. Shonk
Dr. Cook
Mrs. Dayton
Dr. Hoffman
Mr. Hanson

Judge Hudson, vice-president, was chairman. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on February 3, 1950 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of February, which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 236 and 237) and Mrs. Dayton moved, Mr. Shonk seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof, the motion was adopted, and the librarian was directed to forward the bills

in the usual manner.

The librarian presented a request for a $10 monthly merit increase in salary for Miss Betty Ann Dawson, clerk assistant, catalog department, and the same for Miss Emogene Webb, clerk assistant, extension department.

Mrs. Clark moved the adoption of the following resolution:

RESOLVED, That the salary of Miss Betty Ann Dawson, clerk assistant, catalog department, be increased for merit by $10 monthly to begin March 1, 1950.

The motion was seconded by Mr. Hanson, and, a vote being taken it was unanimously adopted.

Dr. Hoffman moved the adoption of the following resolution:

RESOLVED, That the salary of Miss Emogene Webb, clerk assistant, extension department, be increased for merit by $10 monthly to begin March 1, 1950.

The motion was seconded by Dr. Cook, and, a vote being taken, it was unanimously adopted.

The librarian reported to the Board that after conferences with Mr. Charles P. McCabe, president of the Board of Education, and Mr. Flinn, superintendent of schools, Mr. Ray had recommended that the Board spend a substantial amount for books from the fund of approximately $7,000 which had been held aside tentatively for the purchase of an additional bookmobile, because the Board of Education could not give assurance that sufficient funds would be available next year for the operation of two bookmobiles.

The Board expressed divergence of opinion on this plan. The Chairman directed the librarian to discuss it further with Mr. Ray and to ask for a special meeting to conclude the matter.

The Librarian reported the following salaries and salary changes

which he stated are in accord with the salary scale:

1. Miss Evelyn Call, clerk assistant, circulation department, is to be raised $4.00 per month beginning March, 1950.

2. Mr. Donald Roach, page, is to be raised $5.00 per month beginning March 1, 1950. He is also to receive an additional $6 for 12 hours work at the rate of 50 cents per hour in addition to his regular duties during the month of March.

3. Miss Joan Woodyard, page, is to be paid for 9 hours of services in March in addition to her regular duties at the rate of 50 cents an hour, or $4.50. Her check should be $29.50.

4. Mr. Ray McKnight is to be paid for 50 hours of services at the rate of 50 cents per hour, or $25.00.

5. Miss Pat Waterstone, temporary clerk assistant, is to be paid for 44 hours at the rate of 50 cents per hour, or $22.00 for services as page.

Upon motion duly made, seconded and carried, the said salaries were ratified and approved.

There being no further business, the meeting, on motion, adjourned.

Chairman

Robert North, Jr.
Secretary

6 March 1950

Mr. John V. Ray
Kanawha Valley Bank Building
Charleston, West Virginia

Dear Mr. Ray:

According to Article II, Section 3 of the By-Laws, the President has called a special meeting of the Library Board for Friday, March 10, 1950 at 4 p.m. in the library. The object of the meeting is to decide the expenditure of approximately $7,000 which has until now been held aside tentatively for the purchase of an additional bookmobile unit.

Yours sincerely

Robert North, Jr.

Robert North, Jr
Secretary

RN:la

MINUTES OF A SPECIAL MEETING

OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

March 10, 1950

A special meeting of the Board of Directors of the Kanawha County Public Library, called pursuant to the provisions of Section 3, Article II, of the By-Laws, was held on March 10, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Dr. Cook
Mrs. Dayton
Colonel Phillips
Judge Hudson
Mrs. Clark

Mr. Ray, the chairman, presided.

The secretary reported that a quorum was present.

The minutes of the meeting held on March 3, 1950, were approved.

The chairman summarized the budgetary background of the $7,000 tentatively held for the purchase of an additional bookmobile. The Board discussed the advisability of returning the sum to the Board of Education, because, being only a partial grant on a larger request, it was insufficient for the proposed purpose. Replacement of the present bookmobile was considered not yet necessary nor the sum sufficient. The librarian outlined a proposal for expenditures for shelving, binding and books.

After a thorough discussion, Mrs. Clark moved that the following resolution be adopted:

> RESOLVED, That the sum of $7,000, which has been held tentatively for the purchase of a second bookmobile be spent for shelving, binding and books in accordance with the librarian's recommendations, to-wit, approximately 30% for shelving, 20% for binding and 50% for books.

The motion was seconded by Colonel Phillips, and, a vote being taken the motion was carried.

There being no further business, the meeting, on motion, adjourned.

John Kay
Chairman

Robert North, Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

April 7, 1950

The regular monthly meeting of the Board of Directors of the Kanawha County Public Library was held on April 7, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Miss Taylor
Dr. Cook
Colonel Phillips
Mr. Hanson
Mr. Shonk

Mr. Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of a special meeting held on March 10, 1950 were approved.

The chairman called for the librarian's report. The librarian presented his report for the month of March 1950, which included a brief survey of the rapid growth of the Extension Department's deposit collections. After discussion of this topic, the report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 238 and 239). After discussion of sources, discounts and methods of book buying, Dr. Cook moved, Miss Taylor seconding, that the bills be approved by the Library Board and

transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof, the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

Miss Frances Alderson's request for leave to attend the summer session of the University of London graduate school was presented.

Mr. Hanson moved the adoption of the following resolution:

> RESOLVED, That Miss Frances Alderson be granted leave, without pay, from July 25 through August 31, 1950, over and above her three week vacation with pay, for the purpose of attending the University of London.

The motion was seconded by Colonel Phillips, and, a vote being taken, it was unanimously adopted. The chairman asked the librarian to convey this action and the interest of the board to Miss Alderson.

The librarian stated that the 1950 Conference of the American Library Association would be held in Cleveland, Ohio, July 16-22, and that it would be of benefit to the library to encourage the attendance of staff members. Colonel Phillips moved, Mr. Shonk seconding, that the following resolution be adopted:

> RESOLVED, That a sum not to exceed two hundred dollars be given at the discretion of the librarian to staff members to help defray expenses in connection with attending the American Library Association meeting in Cleveland, July 16-22, 1950, provided that no one person receive more than sixty-seven dollars.

A vote being taken, the motion was carried.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. The resignation of Mrs. Cynthia Reid, Clerk Assistant, Circulation Department, effective April 21, 1950.

2. The employment of Miss Mary Lou Bryan, Clerk Assistant, Circulation Department, on the basis of a monthly salary of $131.55 effective

April 1, 1950.

3. Mr. Donald Roach, page, is to receive an additional $8.00 for 16 hours work at the rate of 50 cents per hour in addition to his regular duties during the month of April.

4. Miss Joan Woodyard, page, is to be paid for 15 hours of services in April in addition to her regular duties at the rate of 50 cents an hour, or $7.50.

5. Mr. Ray McKnight is to be paid for 56 hours of services as page at the rate of 50 cents per hour, or $28.00 for the month of April.

On motion duly made, seconded and carried all of the foregoing were ratified, approved and confirmed.

There being no further business, the meeting, on motion, adjourned.

Chairman

Robert Vaith, Jr.
Secretary

MINUTES OF A MEETING

OF THE BUDGET COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

May 26, 1950

A meeting of the Budget Committee of the Board of Directors of the Kanawha County Public Library was held on May 26, 1950, at 4:15 p.m. in the Board Room of the Library for the purpose of approving a budget for the operations of the Library for the fiscal year 1950/51.

The following members were present:

Colonel Phillips, Chairman
Mr. Flinn
Mr. Hanson
Judge Hudson

In the absence of Mr. Dickinson, Chairman of the Budget Committee, Colonel Phillips was elected chairman.

The librarian acted as secretary.

The librarian presented for consideration a proposed budget for 1950/51. It included certain salary increases for the non-professional staff, increases in some other items, and a supplementary budget for the extension of county service amounting to $13,795.

After a thorough examination and discussion of the proposed budget, Judge Hudson moved the adoption of the following resolution:

RESOLVED, That the budget of ~~$146,209.20~~ $146,109.70 for the Kanawha County Public Library (including Garnet Branch) for the fiscal year 1950/51, hereto appended, be approved and presented to the Library board with the recommendation that it be adopted.

The motion was sedonded by Mr. Flinn, and a vote being taken, it was unanimously adopted.

Chairman

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

May 5, 1950

The annual meeting of the Board of Directors of the Kanawha County Public Library was held on May 5, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Chairman
Mrs. Clark
Miss Taylor
Mrs. Dayton
Colonel Phillips
Mr. Hanson
Mr. Flinn

In the absence of the President, Judge Hudson presided. The Librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on April 7, 1950 were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of April, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he deems desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 240 and 241), and Mr. Flinn moved, Mr. Hanson seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof, the motion was

adopted, and the librarian was directed to forward the bills in the usual manner.

Judge Hudson reported that Mrs. Harold A. Ritz had received and paid a bill from Gillispie and Caldwell, 1624 Woodbine Street, Charleston in the amount of $325 for the reconditioning of the library at 1608 Virginia Street, East, from which the Kanawha County Public Library had removed the shelving in 1949, and that she expected the library to reimburse her for said amount. The librarian reported that this was an obligation of the Kanawha County Public Library as part of the transaction of acquiring the Ritz collection in 1949, as stated in a letter from Mr. Butler to Mrs. Ritz dated March 31, 1949 and in a memorandum from Mr. Butler to Mr. North dated September 24, 1949. Mrs. Clark moved, Mr. Hanson seconding, that the following resolution be adopted:

> RESOLVED, That Mrs. Ritz, upon presenting a bill to the Kanawha County Public Library for the reconditioning of her library by Gillispie and Caldwell for $325, be reimbursed for that amount.

A vote was taken and the motion was carried.

The Chairman asked for the Annual Report of the librarian for the year May 1, 1949-April 30, 1950 and the librarian read the report. It was moved by Mrs. Clark and seconded by Mr. Hanson that the Annual Report be accepted and filed as part of the minutes of the annual meeting and a copy thereof be transmitted to the Board of Education, and to each member of the Board individually, and to each member of the Library Board, and that the librarian submit such portions thereof as he deems advisable to the newspapers for publication. The motion was carried.

The Chairman stated that nominations were in order for the offices of President, Vice-President and Secretary of the Board for the next year

ending April 30, 1951. The Chairman asked Mr. Flinn to be chairman pro tempore for the election of officers. Mr. Hanson nominated the present officers. No other nominations or discussion being forthcoming, Mr. Hanson moved, Miss Taylor seconding, that the nominations be closed and that the secretary cast a unanimous vote of those present for the nominees. A vote was taken and the motion was carried, and the present officers were unanimously re-elected for the ensuing year, to wit: Mr. Ray as President, Judge Hudson as Vice-President, and Mr. North as Secretary.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. Mr. Donald Roach, page, is to receive an additional $35 for 72 hours in addition to his regular duties during the months of May and June.

2. The resignation of Mr. John Lowry, page, effective May 5, 1950.

3. The resignation of Mrs. Aileen Estep, Clerk Assistant, Circulation Department, effective May 27, 1950.

4. Miss Joan Woodyard, page, is to be paid for 12 hours of services in May in addition to her regular duties at the rate of 50 cents an hour or $6.

5. Mr. Ray McKnight is to be paid for 48 hours of services as page at the rate of 50 cents per hour, or $24 for the month of May.

6. The salary of Miss Caroline Diederichs, Clerk Assistant, Catalog Department, is to be raised $5 effective May 1, 1950.

7. The employment of Miss Phyllis Joan Hudnall, Clerk Assistant, Circulation, is to be paid for 12 days of services at the rate of $126.55 per month.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved and confirmed.

There being no further business, the meeting, or motion adjourned.

Chairman

Secretary

Annual Report

1949-1950

Kanawha County Public Library

Charleston, West Virginia

KANAWHA COUNTY BOARD OF EDUCATION

Mr. Charles P. McCabe, *President*

Mr. Herbert M. Beddow
Dr. L. S. McDaniel
Mr. N. N. Snyder
Mr. A. S. Thomas, Jr.

Mr. Virgil L. Flinn, *Secretary*

KANAWHA COUNTY PUBLIC LIBRARY

Board of Directors

Mr. John V. Ray, *President*
Judge Arthur P. Hudson, *Vice-President*

Mrs. W. E. Clark
Dr. Roy Bird Cook
Mrs. Arthur Dayton
Mr. C. C. Dickinson, Sr.
Mr. Virgil L. Flinn
Mr. Arthur Hanson
Dr. Joseph C. Hoffman
Mr. Sidney M. Kleeman
Colonel W. C. Phillips
Dr. Leonard Riggleman
Mrs. H. D. Rummel
Mr. Donald Shonk
Miss Anna Taylor
Mr. John Young

LIBRARY STAFF

Robert North, Jr., *Librarian and Secretary of the Board*
Miss Jane Brand, *Head, Reference Department*
Mr. Robert F. Simmons, *Acting Head, Circulation Department*
Miss Frances Alderson, *Head, Extension Department*
Miss Alice Wilson, *Head, Catalog Department*
Miss Wilma G. Brown, *Head, Boys and Girls Department*
Mrs. Jamie R. Graham, *Head, Garnet Branch*

Miss Wanna Lee Adkins
Miss Jane Brugger
Miss Mary Lou Bryan
Miss Evelyn Call
Miss Betty Ann Dawson
Miss Caroline Diederichs
Miss Frances Dillinger
Mrs. Robert E. Estep
Mrs. Margaret Hilliard
Mrs. Mary Meyer
Mrs. W. G. Miller
Mr. Robert Mund
Miss Bobbie Shamblin*
Miss Lillian Thompson
Miss Dorothy Twohig
Miss Barbara Webb
Miss Emogene Webb
Mrs. W. E. Wharton

Miss Lorena Ammar, *Secretary*
Mr. Charles House, *Bookmobile Driver*
Mr. Lionel Sturgill, *Page**
Mr. Donald Roach, *Page**
Mr. John Lowry, *Page**
Miss Joan Woodyard, *Page**
Mr. Will Brown, *Custodian*
Mr. Frederick Heinold, *Custodian*
Mrs. Laverta Spurlock, *Garnet Branch*
Mrs. Courtney O. Jefferson, *Garnet Branch**
Mr. Scott Calloway, *Garnet Branch**
Mrs. Ada Webb, *Garnet Branch**

*part-time

Annual Report, 1949-1950

To the people of Kanawha County and the Board of Directors, the annual report of the Kanawha County Public Library for the period May 1, 1949 to April 30, 1950 is submitted.

When will the library have phonograph records and listening facilities?

When will you be having films?

When will foreign chemical journals be on the library shelves?

Can you do *anything* about a medical library?

When can we have a branch?

How about bookmobile stops out our way?

Such questions are common to us in the library. We take it to mean people want more library service.

Borrowers now number 30,890, (including about 6,000 unregistered readers in schools outside the city reached by deposit collections). They took home 443,299 books. Both numbers are substantial increases over the year before: the readers are up 12% and books they used are up 14%. 22,705 questions of endless variety were answered in the Circulation and Reference Departments.

The current budget, up 8.7% from last year, is now $125,000 for the fiscal year ending June 30. With supplementary income included, approximate expenditure for the library year (ending April 30) was $130,157.98.

These signs of growing usefulness and demands for new services demonstrate that people find the library valuable and are turning to it increasingly as a logical place to satisfy their varied needs for facts, ideas and fun.

Comparing Charleston's library history with that of other cities, it appears that there is a much greater need—latent

and vocal—for library service than can possibly be satisfied in the visible future. The county is becoming more complex in many ways. Business and industry require more specialized training. Social and governmental problems are increasing and engage the attention of more people. The arts are lively. Dealing with the problems of such a community requires ideas, experience, and technique. These things are the stock in trade of the library. People have to do their own work and solve their own problems, but the library can help them. If it is a good one, and put to good use, it can be of direct and enhancing value to its community.

The increase in actual service rendered and people's suggestions regarding potential services lead to the questions of how much service is really needed and how much should it cost.

These matters, the continual interest of the American Library Association, have been studied in two ALA publications: *Post-War Standards for Public Libraries* (1943) and *A National Plan for Library Service* (1948).

During the past two years the Social Science Research Council, with a grant from the Carnegie Corporation, has been subjecting the American public library to a searching examination. Called the Public Library Inquiry, its results are embodied in a dozen substantial monographs now being published. Some of the findings are described in a readable article in the *Woman's Home Companion,* May 1950, called "What's Wrong With Our Public Libraries?" The answer, in two words, is financial starvation.

The American Library Association studies indicate that, whatever the social and economic character of a community (if it has 25,000 people or more), the lowest amount needed for minimum service is $1.50 per capita. Good service costs about $2.25, while superior service costs about $3.00 per capita.

Kanawha Countians spent 53 cents per capita this year.

Improvements and efficiencies can certainly be made, but it is unlikely that new services can be undertaken or present

ones extended without increased budgets. Everything that is done must have someone to do it, a place to do it, and the materials to use.

The Collection

For books, periodicals, pamphlets, microfilms and binding a total of $40,345.29 was spent. The adult collection was increased by 5,681 volumes, the juvenile by 7,334, a total of 13,015. Substantial additions were made to the juvenile collection because this portion of library circulation is increasing faster than the adult. The total collection numbers 120,561 volumes.

Binding and rebinding amounted to 2,837 volumes, of which 392 were periodicals. The periodical subscriptions number 447 of which 23 are gifts. 15 newspapers are received.

One of the perennial complaints about library books is dirt. A gradual weeding out of the more offensive volumes is in progress, and replacements are made as needed. The list of books missing in the 1948-49 inventory is the basis for buying additional replacements. These and other matters of book collection maintenance increase steadily as the scale of library operations increases. They have their counterpart in the Catalog Department, one function of which is to maintain the records of these losses, drops, discards and replacements.

A new category of material has been established, namely "reserved" books. Hitherto, everything that did not circulate was made "reference." With the development in the Reference Department of a functional collection geared to a specialized information service it became necessary to keep out materials not in line with its objective. The books which should not circulate, but which are not reference books in a technical sense, are being made "reserved." They will include, as the group grows, books of particular value and rarity, some out-of-print, first editions, important examples of printing and binding, books impossible to repair but which should be preserved, and the like. While removed

from circulation and from open shelves, reserved books will always be available for use in the library upon request.

The book stock in general is of notably high quality, the result of sound policies of the Board of Directors regarding the functions of a public library, and their execution under the leadership of Mr. Butler, the former librarian. This is very gratifying because one of the most important questions raised by the Public Library Inquiry is the "light fiction" concept of so many libraries and the promotion of books of sensation and indifferent quality. These draw more borrowers and boost circulation statistics but return little value either to the readers or the community. In considering any policy changes based on the Inquiry, this library will not have to deflate unwarranted demands for the cheap.

The other side of the Inquiry's theory is that greater emphasis should be placed on serving the more serious purposes and requirements of the community. The casual time-killing reader is easily satisfied and the library need not compete with the ubiquitous paper book rack to serve him. On the other hand, the more alert, the highly trained, those who hold specialized and responsible positions and supply the community's leadership have definite requirements for information and ideas, whether presented imaginatively or in blunt fact. Print is integrated with their jobs and interests in specific ways. This library has long tried to provide their needs. Such emphasis does not mean exclusion of those seeking recreation and amusement, if it be of some quality. It is simply a question of relative value both for the individuals and for the community.

And more serious library use costs more—both for staff and materials.

The picture collection, growing rapidly with volunteer help from the Junior League, has attained the stage of usefulness. 1,859 pictures were circulated for teaching, decoration and other purposes, against 897 the year before. They include illustrations of works of art, industrial processes, portraits, places, things in nature, and just about anything that can be shown in a picture.

The collection of books and other materials for the Ref-

erence Department continues to grow, and is being directed especially toward better service to businessmen. The reference staff has answered more questions than ever before.

The Extension Department

This is the department that makes ours a county library. Both children and adults are reached by the bookmobile, which makes a circuit of 35 to 40 stops (according to season) every two weeks. From it were circulated 114,866 books. This figure, 0.2% below last year, an insignificant change, suggests the probability that maximum use is now being obtained from this one bookmobile, the schedule of which is absolutely full. Many of its stops deserve to be lengthened, and most of them need to be visited weekly instead of biweekly. Our greatest need at this stage is at least one additional bookmobile unit.

It is estimated that we now reach about one-third of the potential readers outside Charleston. At present 5,929 registered borrowers use the bookmobile. About 6,000 unregistered readers, virtually all school children, are reached by deposit collections but only for eight months a year. Kanawha County has about 160,000 people living outside the city and according to the studies mentioned above not less than 20%, or 32,000, of them should be registered readers. About 12,000 are now reached. There is a direct relationship between this fact and the 53 cents per capita.

Any circulating book from the main library and any information that can be supplied by the Reference Department is available to bookmobile users.

The other chief means of extension work is the deposit collections. These are sent on request to class rooms in schools outside the city, and to a few other places. During this year, 475 collections were sent out. They circulated 66,698 books, three times as many as the previous year. The staff is dropping behind in the race to handle all the requests for such collections, and, even though improvements are being made in their processing, they are now on a waiting list basis.

The deposit collections contain the same kinds of books found in the Boys and Girls Department. The youngsters cannot come to town so we take the books to them through their classrooms. These collections do not overlap with the work of the schools but supplement it. The schools teach the children to read and good teaching stimulates them to do so. The library supplies these extracurricular books. Each collection, planned for age, grade and a selection of fact and story, is exchanged for different books once during the school year.

The Boys and Girls Department

Children like variety, and the Boys and Girls Department seeks to supply it. The Vacation Reading Club enrolled 637 youngsters in 1949. Sixty-three story hours and puppet shows made mouths open and eyes gleam. There were several displays of posters, pictures and dolls on various themes. A series of events in honor of Little Black Sambo's fiftieth birthday proved the lad as young as ever. Thirty-two classes from schools visited the library. Miss Wilma Brown visited 25 more in their schools.

The Children's Museum of Charleston, sponsored by the Junior League, is not a part of the library organization but it occupies space given by the library. Its doors opened in March, and immediately began a number of fascinating activities. The library hopes it will flourish.

The Catalog Department

The Catalog Department is responsible for the processing of books from the time they have been selected for purchase until they are ready for the shelves. Of the 16,500 incoming volumes processed, 13,765 were new to the library. 2,001 volumes from the collection were discarded and 1,429 volumes declared lost.

Exhibits

Exhibits are a means of attracting people to the library and of relating books to man's interests. In the past year, paintings and prints of the following artists were exhibited:

Mrs. Grace Martin Frame, Mr. Arthur V. Haynes, Mrs. Naomi Hosterman, Mr. Kingsley Hughes, Mrs. Anna Maser, Mr. Robert Reynolds. Mason College students' work was also shown. A series of photographic exhibits arranged by Life Magazine were engaged and three were shown this year. Other exhibits included those of the Kanawha Valley Stamp Club, the Christian Science Monitor, Charleston Chapter of the National Speleological Association.

Smaller displays in the main lobby, changed frequently, are devoted to timely and seasonal topics and local events.

Garnet Branch

Established in 1926, Garnet Branch occupies separate quarters in Garnet High School. Its collection now contains 15,172 volumes and its circulation is 14,477. Garnet's statistics are included in the library totals.

The staff has carried on an energetic program of book displays, book talks, and story hours. In February, a tea was held at the library for the opening of an attractive browsing nook. While the branch serves all ages, it is directing particular attention to young adults. For high school students a career institute was held on three days in April.

Staff

During the year there were five resignations from the staff, and five appointments. This is a record of comparative peace and quiet after the rapid turnover of recent years. The present authorized full-time staff is 29, plus eight part-time.

Outside the Library

Musical and social activities in the community sought and received aid from the library and its staff in the shape of special exhibits, annotated book lists and talks tailor made to various groups. Service in organizations and on their boards by members of the staff helps bring the library point of view to enterprises as diverse as the Welfare Council

and WGKV's Junior Radio Board, as down to earth as boys' club work, as recherché as chamber music. Collections of books and pictures were set up at showings of the Charleston Film Club, at the National Secretaries Association's Antiques Show, and in several schools. The Charleston Open Forum and Charleston Symphony Orchestra programs carry annotated book lists prepared at the library. Our flyers go to every new household on the Welcome Wagon. A letter went to registrants in the University Club's Career Consultation Clinic inviting each to use our extensive materials on careers. In the course of the year, Miss Brown spoke to ten PTA and other groups, the librarian to three and Miss Alderson to two.

The mailing of the monthly book list has been enlarged, and we hope to continue its new page of Library Notes.

The Daily Mail and the Charleston Gazette have continued their interest and generosity in making space available for weekly lists of new books and for many news items, pictures and feature stories. The Kanawha Citizen, St. Albans Advertiser and the Kenna Kronicle have also carried library news.

Gifts

The library owes a large debt of gratitude for the numerous gifts it has received this year—1,186 of them. Notable was the collection of several hundred items of Virginia and West Virginia history materials given in memory of Armstead Mead Prichard and his wife, Betty Robson Prichard, by their children, Lydia Prichard Martin, Betty Jacqueline Prichard Kasper and Armstead Mead Prichard, Jr. An old Charleston family, the Prichards had been living in Staunton, Virginia.

Other books were given in memory of Mrs. Anna W. Shawkey by Dr. and Mrs. U. G. McClure; in memory of Master Timothy Pickering by Mr. and Mrs. John F. Kay; in memory of Judge Jo N. Kenna by Mr. and Mrs. James H. Ware; in memory of Mr. Charles K. Payne by Mrs. William W. Brinkley.

Space prevents a full list of the donors—individuals, firms and organizations—among whom are the following: Dr. C. R. Adams, Mrs. Stuart Armstrong, Mrs. James S. Conley, Mrs. H. N. Diederichs, the Olde Towne Players, the League of Women Voters and the West Virginia Chamber of Commerce.

The Future

This report is far from complete but it tries to show something of what the library does and some of its problems. Its opening questions and others like them will set goals for the future. The library is firmly rooted as a community educational service. As such it strives to keep tuned to important local needs and to supply them. People can help the library, as well as themselves, by using it and talking about it. We hope readers will continue to make their wants known, and will criticize our shortcomings and so help us to improve the public service. We hope progress will be as steady and rapid as it has been in the past.

My personal gratitude goes to my predecessor, Charles E. Butler, for the splendid work he did over a period of ten years, to the staff which has worked so hard since November first to break in the new librarian, and to the Board of Directors for their strong interest and support.

To the Board of Education go our thanks, and to its office force for many favors and much help.

Respectfully submitted,

Robert North, Jr.,

Librarian

FINANCIAL REPORT

May 1, 1949-April 30, 1950

Books and Transportation	$32,546.38
Binding	5,562.42
Periodicals	2,236.49
Supplies, Furniture and Equipment	6,300.83
Building Maintenance	2,513.84
Printing	346.00
Miscellaneous	916.49
Salaries	65,201.83
Utilities	4,225.00
Insurance	750.00
Garnet Branch	9,558.70
	$130,157.98

Note: These figures are given only to indicate the relative proportion of funds used for books, salaries, etc. All financial records of the Library are kept and audited by the County Board of Education, which operates on a fiscal year of July 1 through June 30. There is, therefore, a difference between Board of Education records and Library records.

CIRCULATION OF BOOKS

May 1, 1949-April 30, 1950

Extension Department

BOOKMOBILE

Adult			
Non-fiction	6,755		
Fiction	20,749		
Total		27,504	
Juvenile			
Non-fiction	11,100		
Fiction	53,199		
Total		64,299	
Young Adult			
Non-fiction	1,350		
Fiction	3,128		
Total		4,478	
TEACHERS' COLLECTION			
Juvenile			
Non-fiction	305		
Fiction	18,280		
Total Teachers' Collection		18,585	
Total Bookmobile			114,866

DEPOSIT COLLECTION

Adult

Non-fiction	208			
Fiction	1,395			
Total		1,603		
Young Adult				
Non-fiction	146			
Fiction	300			
Total		446		
Juvenile				
Non-fiction	5,676			
Fiction	58,973			
Total		64,649		
Total Deposit Collection			66,698	
Total Extension Department				181,564

Main Library

CIRCULATION DEPARTMENT (adult)

Non-fiction	41,206			
Fiction	42,389			
Pamphlets	1,122			
Periodicals	401			
Pictures	1,859			
Total		86,977		
Young Adult				
Non-fiction	2,061			
Fiction	6,005			
Total		8,066		
Total Circulation Department			95,043	

BOYS AND GIRLS DEPARTMENT

Non-fiction	19,610			
Fiction	53,259			
Pamphlets	34			
Periodicals	276			
Total		73,179		
TEACHERS' COLLECTION				
Non-fiction	6,483			
Fiction	72,812			
Total		79,295		
Total for Boys and Girls Department			152,474	
Total for Main Library				247,517

Garnet Branch

Adult			
Non-fiction	3,581		
Fiction	4,418		
Current Periodicals	381		
Total		8,380	
Juvenile			
Non-fiction	2,672		
Fiction	3,111		
Current Periodicals	55		
Total		5,838	
Total for Garnet Branch			14,218
GRAND TOTAL FOR ALL DEPARTMENTS			443,299

Summary

Adult			
Non-fiction	51,750		
Fiction	68,951		
Other	3,763		
Total		124,464	
Young Adult			
Non-fiction	3,557		
Fiction	9,433		
Total		12,990	
Juvenile			
Non-fiction	45,846		
Fiction	259,634		
Other	365		
Total		305,845	
GRAND TOTAL			443,299

REGISTERED BORROWERS

Main Library

CIRCULATION DEPARTMENT

New	2,793	
Transient	36	
Re-registered	1,752	
Total		4,581
Boys and Girls Department		
New	1,523	
Re-registered	169	
Total		1,692

Bookmobile

New	1,839	
Re-registered	322	
Total		2,161

Garnet Branch

New	294	
Re-registered	157	
Total		457

GRAND TOTALS

New		6,485
Re-registered		2,400
Total (1949-50)		8,885*

*1949-50 only. Borrowers are registered for three years. The entire number now served is 30,890.

The Kanawha County Public Library is an outgrowth of the community library service begun in Charleston in 1909. It is maintained by the Board of Education of Kanawha County as an integral part of the educational facilities of the county, is supported by taxes levied for educational purposes, and its collections, reading rooms, and services are available to all residents. It is governed by a Board of Directors appointed by the Board of Education. Like all public libraries, it is a living and concrete embodiment of the belief of the founders of the American Commonwealth that no stronghold is so strong as a nation of enlightened free men.

LEGACIES TO THE PUBLIC LIBRARY

No precise words are necessary to a valid legacy to the Kanawha County Public Library. The following clause however, may be suggested:

"I give The Kanawha County Public Library the sum of----------dollars."

If land, or any specific personal property, such as bonds, stocks, books, prints, etc. is given, a brief description of the property should be inserted instead of the words "the sum of----------dollars."

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 2, 1950

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 2, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Miss Taylor
Colonel Phillips
Dr. Cook
Mr. Dickinson
Mr. Flinn
Mr. Kleeman

Mr. Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on May 5, 1950 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of May, which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The report of the Budget Committee's meeting on May 26, 1950 was presented by Colonel Phillips, who had been chairman of the meeting in Mr. Dickinson's absence. He presented the committee's resolution that the proposed budget be adopted by the Library Board. A thorough discussion ensued which included theadvisability of repeating this year the request

for a supplementary sum of $13,495 to extend the county service. Mr. Flinn said it would be virtually impossible for the library to obtain the sum of the entire budget ($146,169.70), and that as a whole the budget must be considered an expression of need. Mr. Dickinson moved the adoption of the following resolution:

> RESOLVED, That the proposed budget of the library in the amount of $146,169.70 (including Garnet Branch) for the fiscal year 1950/51 be approved as submitted by the Budget Committee; and that said budget be transmitted to the Board of Education with the recommendation that it be adopted.

The motion was seconded by Mr. Kleeman, and, a vote being taken it was carried.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 242 and 243), and Colonel Phillips moved, Miss Taylor seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof, the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The chairman presented various names as candidates for membership on the Board of Directors and after discussion Colonel Phillips offered the following resolution:

> RESOLVED, That Mr. Virgil L. Flinn and Miss Anna Taylor, both of Charleston, be nominated to serve as members of the Board of Directors of the Kanawha County Public Library for the term beginning July 1, 1950 and ending June 30, 1956; and that Dr. J. N. Wickert, of South Charleston, be likewise nominated for the term ending June 30, 1952; and that the said nominations be transmitted to the Board of Education with the recommendation that the nominees be duly approved, ratified and confirmed.

The motion was seconded by Dr. Cook, and, a vote being taken, it was

carried.

The chairman asked Dr. Cook, Mr. Kleeman and Mr. North, as a committee, to find a candidate to represent the Nitro-Dunbar area on the Board of Directors for the third term ending June 30, 1956, and to report said candidate to the Board.

The librarian announced the resignation of Miss Alice Wilson, Head, Catalog Department, effective July 31, 1950, and presented a recommendation that Miss Jane Brugger, Librarian Assistant in the department be promoted to be head effective August 1, 1950. Mr. Dickinson moved, Mr. Kleeman seconding that the following resolution be adopted:

RESOLVED, That Miss Jane Brugger be promoted to be Head, Catalog Department, effective August 1, 1950.

A vote being taken, the motion was carried.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. Miss Bobbie Shamblin, half-time Clerk Assistant, Circulation Department, has been granted a leave of absence from June 12 through September 2, 1950.

2. Miss Phyllis Joan Rudnall, Clerk Assistant, Circulation Department, began full employment on the basis of a monthly salary of $126.55 effective June 1, 1950.

3. Miss Lillian Thompson, Clerk Assistant, Boys and Girls Department, is to be paid for 12 hours of service in addition to her regular services.

4. Miss Dorothy Twohig, Clerk Assistant, Boys and Girls Department, is to be paid on the basis of 30 hours per week instead of 35 hours per week for the month of June on the basis of $145.55 per month.

5. Mr. Harry Taylor, substitute bookmobile driver, is to be paid for 7 days of services at the rate of $176.00 per month.

6. The salary of Miss Caroline Diederichs, Clerk Assistant, Catalog Department, is to be raised $5 effective June 1, 1950 instead of May 1, 1950.

7. The salary of Miss Jane Brand, Head, Reference Department, is to be raised $6 effective June 1, 1950.

8. The employment of Mrs. Cynthia Reid, temporary Clerk Assistant, Circulation Department, to be paid on half-time basis at a monthly salary of $150.00 effective June 1, 1950.

9. Mrs. Ray McKnight is to be paid for 88 hours of services as page at the rate of 50 cents an hour, or $44.00 for the month of June.

10. Miss Joan Woodyard, page, is to be paid for 12 hours of services in June in addition to her regular duties at the rate of 50 cents an hour or $6.00.

11. The salary of Mrs. Margaret Hogg Hillard, Librarian Assistant, Circulation Department, is to be raised $18 beginning June 1, 1950 for 3 years' experience not properly accorded her at the time of employment and earned by her since her employment October 1, 1949.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Robert Vauth, Jr.
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Summary of

Proposed Budget 1950/51

	1950/51
	75,531.80
1. Salaries	~~$75,571.30~~
2. Books	25,000.00
3. Periodicals	2,300.00
4. Binding	3,800.00
5. Maintenance	4,200.00
6. Supplies, Furniture and Equipment	4,000.00
7. Utilities	4,225.00
8. Printing	425.00
9. Miscellaneous	500.00
10. Insurance	750.00
11. Supplementary Budget for Extension of County Service	13,795.00
12. Garnet Branch	11,942.90
Total	~~$146,209.20~~
	$146,169.70

Details on following pages.

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1950/51

1. SALARY LIST

Position	Employee	Annual Salary	
Librarian	Robert North, Jr.	$4,506.60	
Head, Circulation Department	vacancy - (difference between present acting head and expected appointee)	542.00	
Acting Head, Circulation	Robert F. Simmons	3,036.60	
Head, Reference Department	Jane Brand	~~3,270.60~~	3,300.60
Head, Extension Department	Frances Alderson	~~3,726.60~~	3,780.60
Head, Boys and Girls Department	Wilma Brown	~~3,630.60~~	3,624.60
Head, Catalog Department	Alice Wilson (to July 31)	299.55	
Head, Catalog Department	Jane Brugger (assistant till August 1)	~~3,850.60~~	3,778.10
Librarian Assistant, Reference Department	Martha Wharton	3,054.60	
Librarian Assistant, Circulation Department	Margaret Hilliard	~~2,904.60~~	2,964.60
Librarian Assistant, Circulation Department	Mary L. Meyer	~~3,054.60~~	3,042.60
Librarian Assistant, Circulation Department	Helen Miller	3,210.60	3,150.60
Librarian Assistant, Extension Department	Robert Mund	2,952.60	
Librarian Assistant, Catalog Department	vacancy Aug. 1 - to be appointed	2,613.05	
Librarian's Secretary	Lorena Ammar	2,418.60	
Clerk Assistant, Boys and Girls Department	Lillian Thompson	1,738.60	
Clerk Assistant, Boys and Girls Department	Dorothy Twohig	1,916.60	
Clerk Assistant, Catalog Department	Wanna Adkins	1,733.60	
Clerk Assistant, Catalog Department	Betty Ann Dawson	2,046.60	
Clerk Assistant, Catalog Department	Caroline Diederichs	~~1,766.60~~	1,762.60

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1950/51

Position	Employee	Annual Salary	
Clerk Assistant, Catalog Department	vacancy	1,974.60	
Clerk Assistant, Circulation Department	Mary Lou Bryan	1,728.60	
Clerk Assistant, Circulation Department	Evelyn Call	~~1,718.60~~	1,723.60
Clerk Assistant, Circulation Department	Phyllis Joan Hudnall	1,648.60	
Clerk Asesistant, Circulation Department	Bobbie Shamblin	~~828.50~~	822.50
Clerk Assistant, Extension Department	Frances Dillinger	1,758.60	1,733.60
Clerk Assistant, Extension Department	Barbara Webb	1,703.60	1,698.60
Clerk Assistant, Extension Department	Emogene Webb	1,986.60	
Bookmobile Driver	Charles House	2,238.60	
Custodian	Will Brown	2,106.60	
Custodian	Frederick Heinold	1,926.60	
Page	Lionel Sturgill	468.00	
Page	Donald Roach	468.00	
Page	Joan Woodyard	338.00	
Page	vacancy	468.00	
Page	vacancy	468.00	
Page	vacancy	468.00	
Substitutes for vacations (1950)		1,000.00	
		~~$75,571.30~~	75,531.80

2. BOOKS..... 25,000.00

3. PERIODICALS..... 2,300.00

4. BINDING..... 3,800.00

5. MAINTENANCE..... 4,200.00

6. SUPPLIES AND EQUIPMENT..... 4,000.00

a. Office and library supplies	$3,000.00
b. Furniture and equipment	1,000.00
	$4,000.00

7. UTILITIES		$4,225.00
Electricity	$2,525.00	
Gas	825.00	
Telephone	525.00	
Water	350.00	
	$4,225.00	
8. PRINTING		425.00
9. MISCELLANEOUS		500.00
10. INSURANCE		750.00
11. SUPPLEMENTARY BUDGET FOR EXTENSION OF COUNTY SERVICE		13,495.00
1 librarian (6 months)	$1,500.00	
1 clerk (6 months)	800.00	
1 driver (6 months, ½ time)	495.00	
books	2,200.00	
bookmobile	8,500.00	
	$13,495.00	
12. GARNET BRANCH (Exhibit A)		11,942.90
TOTAL BUDGET		~~$146,209.20~~ $146,169.70

Exhibit A

GARNET BRANCH

Proposed Budget 1950/51

SALARIES		
Librarian, Jamie R. Graham	$3,066.60	
Clerk Assistant, Laverta Spurlock	2,478.60	
Clerk Assistant, to be appointed	1,698.60	
Page, Scott Calloway	260.00	
Janitor, Ada Webb	700.00	$8,203.80
BOOKS, PERIODICALS AND SUPPLIES		
Books, current and pamphlets	2,300.00	
Books, reference and replacements	532.10	
Periodicals	268.00	
Binding	50.00	
Catalog cards	50.00	3,200.10
BUILDING EXPENSES		
Heat, light, water	60.00	
Repairs	200.00	260.00
ADMINISTRATION		
Office supplies	100.00	
Telephone	81.00	
Petty cash	30.00	211.00
CONTINGENT FUND		50.00
TOTAL		$11,942.90

KANAWHA COUNTY PUBLIC LIBRARY

Explanations

Proposed Budget 1950/51

1. SALARIES

The figure $75,571.30 includes (1) an increase of $144 per year for Mrs. Margaret Hilliard for experience not properly accorded her when employed; (2) The various regular experience increments amounting to $810.50; (3) Pages at the hourly rate of 50c, an increase from 43.7¢, or $144.00.

a. Clerical staff and driver increases of $10 per month. 12½ persons at $10 - $125 per month or $1,500 per year. Includes the bookmobile driver who is now paid at same rate as school bus drivers, but who actually works a full 38 hour week during which, in addition to driving, he performs indispensable clerical work at each stop. This increase of $10 per month will make his rate that for head school bus driver.

Local clerical salary rates are set out in the two following tables:

Kanawha Valley Salary Survey, May 1949 (same November 1949)

Several industrial companies and one utility participating.

Classification	Average Min.	Average Max.
Typist	$160	$215
Stenographer	165	244
Secretary	198	300

W. Va. Merit System, April 1950

Classification	Min.	Max.
Typist	$130 ($160)*	$180
Secretary	170 ($205)*	235

*These minimum rates apply in Dept. of Employment Security.

The present scale for the library is that of the Board of Education, adopted July 1947, and for our positions is as follows:

Classification	Years of experience								
	Base	1	2	3	4	5	6	to	15
Secretary	144	148	153	158	162	167	171	to	213
Sr. Clerk-typist	126	131	136	140	145	150	154	to	196
Number of library clerks	2	5	2	0	2	1	0		1

The average monthly rate is now $137.00

b. The librarian's Secretary at $171.55 after 6 years experience is still $27.00 below the average minimum for industry. This item includes $30 per month increase.

c. Custodian. Head janitor in schools receives $175 to $200 per month. This item includes raise from $155.55 to $175.55 per month, or $1,866.60 to $2,106.60 per year.

d. Assistant Custodian. Includes raise from $155.55 to $160.55 or $1,866.60 to $1,926.60 per year.

e. Clerk Assistant, Catalog Department. Includes replacement of position resigned January 1949 and not yet replaced. Clerk assistants in this department since September 1947 have numbered as follows:

3½ September 1947 to March 1948

4 March 1948 to January 1949

3 January 1949 to date.

While the average number of books processed per person (including 2 librarians) has increased in the past year from 3,106 to 3,300, there remains a large arrearage in cataloging. Any attempt to catch up on the cataloging, or to begin work on the Ritz collection will require this replacement.

f. Substitutes for vacations and leaves (1950) Total of 5 months professional time @ $200.

g. 5th Page Time split between Reference and Extension departments. Needed for sorting, shelving, packing, moving, shifting and general labor in connection with books.

h. 6th Page Time split between Boys and Girls department for shelving books and Catalog department for repair of books.

2. BOOKS Increase not needed this year.

3. PERIODICALS An increase of $300 to $2,300. Several additional titles are needed, and some second subscriptions for binding purposes. Also cumulative indexes to increase utility of some sets.

4. BINDING An increase of $350 to $3,800. More light weight binding of some pamphlet type materials is needed. Maintenance of book collection condition. Increasing amount of important and useful material issued in paper which, if used for circulation, must be bound.

5. MAINTENANCE $4,200. Maintenance work needed on building is increasing. Vehicles and office machines have never been properly serviced and maintained. This $2,300 increase over last year would make possible a regular maintenance program, with some backlog of work to be done this year.

6. SUPPLIES AND EQUIPMENT $4,000

a. General library and office supplies $3,000

Catalog cards, book cards, stationery, postage, forms, etc.

b. Furniture and equipment (estimated prices)

1 filing cabinet, legal size	$ 68
1 typewriter, catalog	135
1 typewriter desk	130
2 book trucks @ $65	130
200 folio supports @ 90¢	180
8 lockers (12x18x60)	144
1 paper cutter (18")	25

1 stapler and staples	$26.50	
1 microcard reader	167.50	
1 stencil file box	25.00	
1 steel storage cabinet	35.00	1,066
		$4.066

The Microcard reader will be needed in the near future for the utilization of materials available only on microcards and periodicals purchased in this form as a saving in space and binding cost.

7. UTILITIES No increase this year. $4,225

8. PRINTING No increase this year. 425

9. MISCELLANEOUS No increase this year. 500

10. INSURANCE No increase this year 750

12. SUPPLEMENTARY REQUEST FOR EXTENSION OF COUNTY SERVICE

Personnel budgeted for 6 months of the first year

	1st year	2nd year
1 librarian (6 months)	1,500	3,000
1 clerk (6 months)	800	1,600
1 driver (6 months, ½ time)	495	990
books	2,200	2,000
bookmobile	8,500	300
	13,495	7,890

This is the most pressing demand for service now. The county population (outside Charleston) is about 160,000. Probably 40,000 of them would use the library if they could get to it. We now reach only 6,000.

The proposal here differs from last year's. It assumes less personnel and less hours of service, but is an effort in the right direction.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

July 7, 1950

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on July 7, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, chairman
Mrs. Clark
Mr. Young
Mr. Kleeman
Dr. Cook
Mr. Hanson
Mr. Flinn

Mr. Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting held on June 2, 1950 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of June which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 244 and 245), and Mr. Flinn moved, Mr. Kleeman seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment.

A vote being taken and a majority voting in favor thereof, the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian reported that to process the Ritz collection would require at least 31 weeks full time each for a cataloger and a typist. The board members present expressed the desire to see this project accomplished.

Mr. Flinn reported that the library's budget for the year 1950/51 appropriated by the Board of Education was $130,000, plus the balance in the Finance Committee account on June 30, 1950 which is $5,739.74. He reported also that beginning July 1, 1950 the state auditors will require all receipts of the library to be turned over to the Board of Education. The librarian pointed out that of the sum of $5,739.74, the sum of $1,195.14 is funds of the William Ashton Bradford, Junior, Memorial Library Fund, and the sum of $2.04 is funds of the Olde Towne Players Fund.

In view of the necessity of amending the budget, and of the Board's desire to have the Ritz collection processed, Mr. Flinn offered the following resolution:

> RESOLVED, That the librarian, in amending the budget for 1950/51 incorporate therein provision for processing the Ritz collection.

The motion was seconded by Mr. Hanson, and, a vote being taken, it was carried.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. Miss Lillian Thompson, Clerk Assistant, Boys and Girls Department,

is to be paid for 25 working days for the months of July and August 1950 at a monthly basis of $141.55.

2. Miss Dorothy Twohig, Clerk Assistant, Boys and Girls Department, is to be paid for 20 working for each of the months of July and August 1950 at a monthly basis of $155.55.

3. Mr. Harry Taylor, substitute Bookmobile driver, is to be paid for one day of services at the rate of $176.00 per month.

4. Mr. Donald Roach, page, is to receive an additional $39 for 78 hours of services in addition to his regular duties for July 1950.

5. The employment of Miss Hazel Fisher, temporary Librarian Assistant, Circulation Department, to be paid on a monthly basis of $200.00 effective July 17, 1950 through August 31, 1950.

6. The employment of Miss Ruth Eary, temporary Librarian Assistant, Extension Department, to be paid on a monthly basis of $200.00 effective June 26, 1950 through August 31, 1950.

7. Mr. Ray McKnight is to be paid for 88 hours of services as page at the rate of 50 cents an hour, or $44.00 for July 1950.

8. Mrs. Cynthia Reid, temporary Clerk Assistant, Circulation Department, is to be paid for 5 extra days for the month of July 1950 at a monthly salary of $164.00.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John Ray
Chairman

Robert Smith Jr.
Secretary

MINUTES OF A SPECIAL MEETING

OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

July 14, 1950

A special meeting of the Board of Directors of the Kanawha County Public Library, called pursuant to the provisions of Section 3 of Article 2 of the By-Laws, was held on July 14, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Mr. Flinn
Mr. Hanson
Colonel Phillips

Mr. Ray, the Chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present, and then submitted proper proof that notice of the meeting was duly given, which was ordered filed.

The librarian presented an amended budget for 1950/51. After discussion of various points, especially bearing on the cost of processing the Ritz collection, and the amount provided for an increase in the county service, Mr. Flinn offered the following resolution, seconded by Mr. Hanson:

RESOLVED, That the amended budget for the fiscal year 1950/51, in the amount of $134,542.56 (which includes $9,958.70 for Garnet Branch), as submitted by the librarian be adopted.

A vote being taken, it was carried.

Considering that there is as yet no definite plan for extending the county service, Mr. Flinn offered the following resolution, seconded by Colonel Phillips:

> RESOLVED, That no expenditures be made against budget item number 11, namely, $5,501.56 for increasing the Extension Department's work in the county, without further consideration and specific approval of the Board.

A vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Amended Budget, 1950/51

EXPENDITURES

1. Salaries (Exhibit A)		$74,657.30
2. Books		20,100.00
3. Periodicals		2,000.00
4. Binding		3,450.00
5. Maintenance		4,200.00
6. Supplies, furniture, equipment		4,000.00
7. Utilities		4,225.00
8. Printing		300.00
9. Miscellaneous		500.00
10. Insurance		750.00
11. County Service, extension		5,501.56
12. Ritz collection processing (Exhibit B)		4,900.00
13. Total Main Library		$124,583.06
14. Garnet Branch (Exhibits C-1 and C-2)		9,958.70
15. GRAND TOTAL		$134,542.56

RESOURCES

1. Appropriation		$130,000.00
2. Fees, etc. as of June 30, 1950	$5,739.74	
3. Less private funds	1,197.18	4,542.56
4. Total public funds available		$134,542.56

1. Salaries (Exhibit A)

12. Rate collection processing (Exhibit B)

13. Total Main Library

14. Garnet Branch (Exhibits C-1 and C-2)

1. Appropriations

2. Fees, etc. as of June 30, 1950 $5,709.74

4. Total public funds available

Exhibit A.

KANAWHA COUNTY PUBLIC LIBRARY

Amended Budget 1950/51

Salary List*

Position	Employee	Mo. Salary	Initial Salary* (annual)
Librarian	Robert North, Jr.	375.55	4,506.60
Head, Circulation Department	Mary Meyer	293.05	3,516.60
Head, Reference Department	Jane Brand	273.55	3,282.60
Head, Extension Department	Frances Alderson	311.55	3,738.60
Head, Boys and Girls Department	Wilma Brown	296.55	3,558.60
Head, Catalog Department	Alice Wilson (to July 31)	291.55	291.55
Head, Catalog Department	Jane Brugger (assistant to August 1)	285.55	3,426.60
Librarian Assistant, Reference Dept.	Martha Wharton	249.55	2,994.60
Librarian Assistant, Circulation Dept.	Margaret Hilliard	243.55	2,922.60
Librarian Assistant, Circulation Dept.	Helen Miller	261.55	3,138.60
Librarian Assistant, Circulation Dept.	Robert Simmons	206.55	2,478.60
Librarian Assistant, Extension Dept.	Robert Mund	243.55	2,922.60
Librarian Assistant, Catalog Dept.	Mary V. Hays (begins August 1)	230.55	2,536.05
Librarian's Secretary	Lorena Ammar	201.55	2,418.60
Clerk Assistant, Boys and Girls Dept.	Lillian Thompson	141.55	1,698.60
Clerk Assistant, Boys and Girls Dept.	Dorothy Twohig	155.55	1,866.60
Clerk Assistant, Catalog Department	Wanna Lee Adkins	141.55	1,698.60
Clerk Assistant, Catalog Department	Betty Ann Dawson	170.55	2,046.60
Clerk Assistant, Catalog Department	Caroline Diederichs	146.55	1,758.60
Clerk Assistant, Catalog Department	vacancy	164.55	1,974.60
Clerk Assistant, Circulation Dept.	Mary Lou Bryan	141.55	1,698.60
Clerk Assistant, Circulation Dept.	Evelyn Call	141.55	1,698.60

*During the year certain Initial annual salaries will be increased by increments of various amounts from the fund marked "Salary Increments"

Librarian	Lavern Davis Jr.	$75.00	$1,950.00
Asst. Circulation Librarian	Mary Meyer	295.05	3,840.65
Asst. Info-Ref Department	Ina Duval	275.00	3,575.00
Asst. Extension Department	Thelma Alderson	270.00	3,510.00
Asst. Boys and Girls Department	Ailyn Kraus	265.00	3,445.00
Asst. Catalog Department	Alice Wilson (to July 31)	245.00	
Asst. Serials Department	Jane Brugger (resigned 30 August 1)	265.55	3,452.60
Librarian Assistant, Reference Dept.	Bertha Klein	240.00	3,120.00
Librarian Assistant, Circulation Dept.	Margaret Gilliam	240.00	3,120.00
Librarian Assistant, Circulation Dept.	Helen Miller	240.00	3,120.00
Librarian Assistant, Circulation Dept.	Dennis Cameron	240.00	3,120.00
Librarian Assistant, Extension Dept.	Audrey Hall	240.00	3,120.00
Librarian Assistant, Catalog Dept.	Mary V. Hoya (begins August 1)	230.55	2,535.05
Clerk Assistant, Circulation Dept.	Lorena Ammer	220.55	2,426.60
Clerk Assistant, Boys and Girls Dept.	Lillian Thompson	220.00	2,860.00
Clerk Assistant, Boys and Girls Dept.	Dorothy Tyndall	215.00	2,795.00
Clerk Assistant, Circulation Dept.	Wanna Lee Adkins	213.55	2,698.60
Clerk Assistant, Catalog Department	Mary Ann Dunn	210.00	2,730.00
Clerk Assistant, Catalog Department	Evelyn Hartman	210.00	2,730.00
Clerk Assistant, Circulation Dept.	Mary Lou Bryan	213.55	2,698.60
Clerk Assistant, Circulation Dept.	Evelyn Call	210.00	2,730.00

*During the year certain Initial annual salaries will be increased by Increments if yearly service from the Trust called "Salary Increment"

Position	Employee	Initial Mo. Salary	Initial Salary* (annual)
Clerk Assistant, Circulation Dept.	Phyllis Joan Hudnall	136.55	1,638.60
Clerk Assistant, Circulation Dept.	Bobbie L. Shamblin	63.00	846.00
Clerk Assistant, Extension Dept.	Frances Dillinger	141.55	1,698.60
Clerk Assistant, Extension Department	Barbara Webb	141.55	1,698.60
Clerk Assistant, Extension Department	Emogene Webb	165.55	1,986.60
Bookmobile Driver	Charles House	186.55	2,238.60
Custodian	Will Brown	170.55	2,046.60
Assistant Custodian	Frederick Heinold	160.55	1,926.60
Page	Lionel Sturgill	39.00	468.00
Page	Donald Roach	39.00	468.00
Page	Jaon Woodyard	28.17	338.00
Page	vacancy Ray McKnight	39.00	468.00
Page	vacancy Robt. Chandler	39.00	468.00
Page	vacancy Howard Forbes	39.00	468.00
			$73,681.80
Salary Increments (to be paid to above positions on anniversaries of a year's service and promotions already determined)			975.50
GRAND TOTAL			$74,657.30

*During the year certain Initial annual salaries will be increased by increments of various amounts from the fund marked "Salary Increments."

Position	Employee	Annual Salary
Clerk Assistant, Circulation Dept.	Bobbie L. Shamblin	65.00
Locksmith Driver	Charles Horne	136.35
Custodian	Will Brown	170.35
Page	Lionel Spurgill	39.00
Page	Donald Rosch	34.00
Page	Lynn Woodyard	26.37
Page	Vacancy/Unused Funds	39.00

Salary Increases (to be paid to above positions on anniversaries

GRAND TOTAL

Exhibit B

KANAWHA COUNTY PUBLIC LIBRARY

Estimate of the Cost of Processing

the Ritz Collection

Included in the amended budget 1950/51

THE COLLECTION (Data from Butler's Memorandum to the Library Board, November 5, 1948, p. 3)

8,000 volumes

4,000 titles of which

1,500 are duplicates

2,500 are new

ESTIMATED TIME FOR PROCESSING - 9 months

COST OF PROCESSING

Salaries (for 9 months)		
1 cataloger	$2,250	
1 typist	1,200	
page time	450	$3,900
Materials		
shelving (10 sections)	$500	
Library of Congress Cards and supplies	500	1,000
		$4,900

This amount of $4,900 is item number 12 in the list of budget expenditures. Since it is a non-recurring project components of the cost are not distributed to the various outher budget items.

L. C. Cards: for 2,000 new titles

2,500 main entries @ .06	$150
2,500 x 4 added entries @ .035	350
	$500
Plain card stock, estimate	50
Total Card Cost, Estimate	$550

Estimate of the Cost of Processing

the Rita Collection

Included in the amended budget 1950/51

[illegible] (Helen Muir "Miami's Emergence in the Library World," November 5, 1948, p. 3)

8,000 volumes

4,000 titles of which

1,500 are duplicates

2,500 are new

ESTIMATED TIME FOR PROCESSING - 9 months

COST OF PROCESSING

Salaries (for 9 months)

1 cataloger $2,250

1 typist 1,200

page time 150 $3,900

Materials

shelving (10 sections) $500

Library of Congress Cards and supplies 500 1,000

$4,900

This amount of $4,900 is then prorated [illegible] as usual accounting practice of the book and its-
[illegible] it is a non-recurring project amortizable [illegible]

tributed to the various outher budget items.

L. C. Cards: for 2,000 new titles

2,500 main entries @ .06 $150
2,500 x 4 added entries @ .035 350
$500

Plain card stock, estimate 50

Total Card Cost, Estimate $550

GARNET BRANCH

Amended Budget

1950/51

SALARIES			
Jamie Graham	$3,066.60		
Laverta Spurlock	2,358.60		
Clerk Assistant	548.00		
Page	200.00		
Janitor	700.00		
Subtotal		$6,933.20	
BOOKS, PERIODICALS, SUPPLIES			
Books	$2,300.10		
Periodicals	200.00		
Services	100.00		
L. C. Cards	50.00		
Subtotal		$2,650.10	
BUILDING EXPENSES, ETC.			
Utilities	$ 60.00		
Repairs	100.00		
Supplies	104.40		
Telephone	81.00		
Contingent Fund	50.00		
Subtotal		$395.40	
			$9,958.70

* SUPPLEMENTARY: for catalog project (see next page)

Clerk Assistant Salary	$845.00
L. C. Cards	300.00
	$1,145.00

* Approved Aug 24 1950

GARNET BRANCH

L. C. Garda	300.00	
		$1,245.00

* Approved Aug 25 1950

GARNET BRANCH

Catalog Project

Miss Georgia Tyree, Clerk Assistant, employee at Garnet September 1, 1950 to June 30, 1951 to assist Mrs Graham in recataloging the collection, a project voted by the Kanawha County Public Library Board on August 4, 1950. (Data and outline of facts regarding the project are in Garnet Branch files).

A. SALARY

1. $126.55 for ten months or $1,265.50

2. Present part-time assistant to August 31.

July 6 days @ $4	$24
August 24 days @ $4	96
	$120

Budgeted: $540, less $120 spent - amount left for September 1950-June 1951, or $420

3. Salaries: $1,265.50 less $420 or $845, amount to be transferred to Garnet Branch budget for salary.

4. L. C. Cards: Estimated $300 - This amount already sent to L. C. for which Garnet should be reimbursed by transfer.

5. $845 + $300 - $1,145 to be transferred to Garnet from Kanawha County Public Library budget item 11, county service extension.

Approved Aug. 14, 1950

Cataloging Project

12 July 1950

Mr John V. Ray
Kanawha Valley Bank Building
Charleston, West Virginia

Dear Mr Ray:

In accordance with Section 3 of Article 2 of the By-Laws, the president has called a special meeting of the Library Board for Friday, July 14, at 4 p.m. at the Library. The purpose of the meeting is to decide on the amended budget of $134,542.56 for the fiscal year 1950/51.

Enclosed is a summary of the expenditures and receipts as well as an estimate on the cost of processing the Ritz Collection during the year.

Please bring this summary to the meeting with you.

Yours sincerely

RN:la

enc.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

August 4, 1950

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 4, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Chairman
Mrs. Clark
Dr. Cook
Mr. Dickinson
Dr. Wickert

In the absence of the president, Judge Hudson presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on July 7 and 14 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of July, which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 246 and 247), and Dr. Cook moved, Mr. Dickinson seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken and a majority voting in favor thereof

the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian reported on the state of the catalog of the Garnet Branch book collection, and the need for making a new catalog. Two plans were proposed and discussed: (1) That Garnet Branch employ a clerk assistant full time (to replace a present clerk assistant 1/3 time) to work with Mrs. Graham on the project, which would take about 4 years. (2) That Garnet Branch begin on the basis above for this fiscal year, after which, when the catalogers of the Ritz collection have completed their work, they take up and complete the Garnet Branch catalog. The Ritz catalogers could complete the Garnet job in about one year after that (by June 30, 1952).

The librarian said that in conversation after the last meeting (July 14, 1950) Mr. Ray and Mr. Flinn had both suggested that the project was a desirable one to equip the branch for satisfactory use. The librarian also pointed out that the additional salary and expense would be transferred to Garnet Branch budget from the main library's budget item No. 11, County Service, Extension.

After discussion, Mr. Dickinson moved and Mrs. Clark seconded the following resolution:

> RESOLVED, That the recataloging of Garnet Branch library be undertaken by the Branch with the employment of a clerk assistant for the remainder of this fiscal year; and that the expenses of the project be paid by a transfer of funds from the main library budget item No. 11, County Service, Extension to the Garnet Branch budget; and that the method of continuing the project beyond June 30, 1951 be reconsidered later.

A vote being taken, the motion was carried.

The librarian presented a cooperative plan for the circulation of educational films, which the library had been invited to join by the state librarian of Ohio, with nine other libraries in Ohio, Indiana, and West Virginia. Discussion brought out the value of this service to the community, its effect on library public relations, extra work for the staff, and that its cost would logically fall to the book budget. Mr. Dickinson moved, Mrs. Clark seconded the following resolution:

> RESOLVED, That the library's participation in the proposed film circuit be further considered at a later meeting.

A vote being taken, the motion was carried.

Dr. Cook reported that the committee to select a candidate for the Board of Directors from the Nitro-Dunbar area had done so. Dr. Cook offered the following resolution, seconded by Dr. Wickert:

> RESOLVED, That Dr. R. L. Sibley, of Nitro (in Kanawha County), be nominated to serve as a member of the Board of Directors of the Kanawha County Public Library for the term ending June 30, 1956; and that said nomination be transmitted to the Board of Education with the recommendation that the nominee be duly approved, ratified and confirmed.

A vote being taken, the motion was carried.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. The employment of Mrs. Pauline K. Bouldin, temporary Librarian Assistant, Catalog Department, on a monthly basis of $212.00 effective August 14, 1950.

2. The employment of Mrs. Patricia Dawson, Clerk Assistant, Catalog Department, on a monthly basis of $150.55 effective July 25, 1950.

3. Mr. Lionel Sturgill, page, is granted a leave of absence without pay for the month of August 1950.

4. Mr. Ray McKnight be employed on a permanent basis on a monthly salary of $39.00 effective August 1, 1950.

5. The employment of Mr. Robert W. Chandler, page, on a monthly basis of $39.00 effective August 1, 1950.

6. Mr. Donald Roach, page, is to receive $39.00 for 78 hours of services in addition to his regular duties for August 1950.

7. The employment of Mr. John Lowry, as substitute page, for the month of August 1950 at a monthly salary of $39.00.

8. The salary of Miss Wilma Brown, Head, Boys and Girls Department, is to be raised $6.00 per month effective August 1, 1950.

9. The salary of Miss Jane Brugger, Head, Catalog Department, is to be raised $8 for supervision of an additional librarian added to the Catalog Department effective August 1, 1950.

10. Mrs. Cynthia Reid, temporary Clerk Assistant, is to be paid for one extra day in addition to her regular salary.

11. The employment of Miss Phyllis Fisher, Clerk Assistant, Circulation Department, on a monthly basis of $136.55 effective August 17, 1950.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Robert Nuth Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

October 6, 1950

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 6, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Dr. Wickert
Dr. Cook
Colonel Phillips
Miss Taylor

Mr. Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The chairman called for the librarian's report. The librarian presented his report covering the months of August and September which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 248, 249, 250 and 251), and Dr. Cook moved, Colonel Phillips seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was

directed to forward the bills in the usual manner.

The librarian reported that Mr. H. William Millington, Executive Secretary of the Kanawha Welfare Council, had requested the Library Board to name a second representative to the Council. Miss Taylor moved, Dr. Cook seconding, the following resolution:

> RESOLVED, That Colonel Walter C. Phillips be the second representative of the Board of Directors of the Kanawha County Public Library to the Kanawha Welfare Council, effective today.

A vote being taken, the motion was carried.

The librarian read a letter from Mrs. Dayton submitting her resignation from the Library Board. Colonel Phillips introduced the following motion, seconded by Dr. Cook:

> WHEREAS, Mrs. Arthur Dayton is moving from Charleston to make her permanent home in Lewisburg, at which time she will by law become ineligible to continue as a member of the Board of Directors of the Kanawha County Public Library, which has no choice in this matter, therefore, be it
>
> RESOLVED, That Mrs. Dayton's resignation from the Library Board be accepted, and,
>
> RESOLVED FURTHER, That the Library Board record its deep appreciation for her faithful service which continued the long and notable contribution of her husband to the Library, for which the Board is ever mindful.

A vote being taken, the motion was carried.

The chairman asked Dr. Cook, Mr. Kleeman and Mr. North, as a committee, to present candidates for election to the Library Board to fill Mrs. Dayton's unexpired term.

The method of expending the balance of budget item No. 11 for the extension of county service was discussed, and also necessary repairs to the bookmobile.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. The employment of Mr. Denzil Leon Norman, Custodian, on a monthly basis of $160.55 effective September 18, 1950.

2. Mrs. Cynthia Reid, Clerk Assistant, Circulation Department, is to be paid for one extra day in addition to her regular salary.

3. Mr. Harry Taylor, substitute bookmobile driver, is to be paid for one day of services at the rate of $176.00 per month.

4. The salary of Mrs. Martha Wharton, Librarian, Assistant Reference Department, is to be increased $6 per month effective September 1, 1950.

5. The resignation of Mr. Frederick Heinold, Custodian, effective October 12, 1950.

6. The employment of Mr. Howard Forbes, Jr., page, on a monthly basis of $39.00 effective October 16, 1950.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

Chairman

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

November 3, 1950

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 3, 1950, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray, Chairman
Mr. Flinn
Mr. Hanson
Dr. Sibley
Mr. Kleeman
Judge Hudson
Dr. Cook
Mrs. Clark
Mr. Dickinson

Mr. Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The chairman called for the librarian's report. The librarian presented his report covering the month of October which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 252 and 253), and Mr. Flinn moved, Mr. Kleeman seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof

the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian presented recommendations for the reconditioning of the bookmobile. After discussion Mrs. Clark moved, Mr. Kleeman seconding, the following resolution:

RESOLVED, That the librarian be authorized to have the bookmobile body reconditioned according to his recommendations by the Capitol City Body Works, Inc. for its estimate of $1,458.50; and,

RESOLVED FURTHER,
That the interior changes recommended by the librarian which are not included in the estimate and will cost approximately $300.00, be made.

A vote being taken, the motion was carried.

The librarian reported the following salary changes, which he stated are in accord with the salary scale:

1. The salary of Miss Mary Meyer, Head, Circulation Department, is to be raised $6.00 per month effective November 1, 1950.

2. The salary of Miss Lillian Thompson, Clerk Assistant, Boys and Girls Department, is to be raised $5.00 per month effective November 1, 1950.

On motion duly made, seconded, and carried, the said salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian reported the following salary changes, which he stated are in accord with the salary scale:

1. Mr. Robert Mund, Librarian Assistant, Extension Department, is granted leave of absence without pay for December 1950.

2. The employment of Mr. Richard Parrish, as temporary page, for 50 hours at the rate of 50 cents an hour, or $25.00 for December 1950.

3. The salary of Miss Frances Dillinger, Clerk Assistant, Catalog Department, is to be raised $5.00 per month effective December 1, 1950.

4. The salary of Miss Frances Alderson, Head, Extension Department, is to be raised $6.00 per month effective December 1, 1950.

5. The salary of Mrs. Margaret Hogg Hilliard, Librarian Assistant, Circulation Department, is to be raised $6.00 per month effective December 1, 1950.

6. The salary of Miss Wanna Adkins, Clerk Assistant, Catalog Department, is to be raised $5.00 per month effective December 1, 1950.

There being no further business the meeting on motion adjourned.

Chairman

Robert North, Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

January 5, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 5, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson
Colonel Phillips
Dr. Cook
Dr. Wickert
Dr. Sibley
Mrs. Clark

In the absence of the President, Judge Hudson presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The chairman called for the librarian's report. The librarian presented his report covering the month of December which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 256 and 257), and Mrs. Clark moved, Colonel Phillips seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian

was directed to forward the bills in the usual manner.

Upon recommendation of the librarian, Colonel Phillips moved and Dr. Sibley seconded the following:

RESOLVED, That the expense of reconditioning the bookmobile in the amount of approximately $1,758.50, more or less, be charged to the County Service Extension Fund of the budget.

A vote being taken, the motion was carried.

Colonel Phillips moved and Dr. Cook seconded the following:

RESOLVED, That action be deferred until the next meeting on the librarian's recommendation to transfer the balance of the County Service Extension fund (approximately $2,575.06, more or less) to the book fund.

A vote being taken, the motion was carried.

Upon request of the librarian, Dr. Wickert moved and Dr. Sibley seconded the following:

RESOLVED, That the librarian be authorized to attend the meeting of the American Library Association in Chicago, January 30-February 3, 1951.

A vote being taken, the motion was carried.

The librarian reported the following salary changes, which he stated are in accord with the salary scale:

1. Mr Richard Parrish, temporary page, to be paid for 78 hours of services at the rate of 50 cents an hour or $39.00 for January 1951.

2. The salary of Miss Mary Lou Bryan, Clerk Assistant, Circulation Department, is to be raised $5 a month effective January 1951.

3. The salary of Mr Robert F. Simmons, Librarian Assistant,

Circulation Department, is to be raised $6 a month effective January 1, 1951.

4. Mr Robert R. Mund, Librarian Assistant, Extension Department, is dismissed from employment in the library effective January 1, 1951.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

Chairman

Robert Nauth. J.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

February 9, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on February 9, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mr Flinn
Mr Hanson
Colonel Phillips

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on January 5, 1951 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of January which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 258 and 259) and Mr Hanson moved, Colonel Phillips seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The best use of the balance of $2,327.46 in budget item No. 11, county service extension, was discussed. Mr Flinn moved and Colonel Phillips seconded the following resolution:

RESOLVED FIRST, That the remaining sum of $2,327.46 in budget item No. 11 be used for building repairs and maintenance as, and to the extent that, the librarian deems advisable; and

RESOLVED SECOND, That after such expenditures for the building, any balance remaining be used for the purchase of books.

A vote being taken, the motion was carried.

The librarian reported that Miss Anna C. Taylor had submitted a letter of resignation from the Library Board becuase she had moved away from Kanawha County.

Mr Flinn introduced the following motion, seconded by Colonel Phillips.

WHEREAS, Miss Anna C. Taylor served this Library continuously since her first election to the Board of Directors of the Charleston Public Library in 1931, and all during this time maintained a strong personal interest in the library's welfare, steadily supporting measures leading to its growth and development; and

WHEREAS, By her frequent, quiet and earnest discussions with other board members, by her faithful attendance at board meetings, and by her constant talk of the library with her friends, she has helped promote the public library idea in Charleston; and,

WHEREAS, She always expressed a personal interest in the members of the staff by numerous visits and chats with them; therefore be it

RESOLVED, That the Board of Directors accept Miss Taylor's resignation, and in doing so record this expression of appreciation for her services, not only for themselves, but in behalf of the library's community, wishing her a happy retirement.

A vote being taken, the motion was carried.

In view of the death of Dr. J. N. Wickert on January 24, 1951, Colonel Phillips introduced the following resolution, seconded by Mr Hanson.

WHEREAS, Dr. Jacob N. Wickert came to the Library Board as late as July 1950, he quickly showed a grasp of its objectives; and drawing on his scientific training and experience in research, he expressed in board meetings a basic understanding of the relationship of readers to books; and,

WHEREAS, The Board and the librarian were anticipating a valuable contribution to the library service from him, and were shocked to hear the news of his sudden death; therefore be it,

RESOLVED, That the Board of Directors record its sense of loss in Dr. Wickert's death on the minutes of this body, and convey this resolution, with the Board's sympathy, to his family.

A vote being taken, the motion was carried.

The librarian reported that three vacancies now exist on the Library Board as follows:

One six-year term ending June 30, 1956, for a Charleston resident, formerly held by Miss Anna C. Taylor.

One five-year term ending June 30, 1955, for a Charleston resident, formerly held by Mrs Arthur Dayton.

One two-year term ending June 30, 1952 for a non Charleston resident of Kanawha County, formerly held by Dr. J. N. Wickert of South Charleston.

Mr Flinn made the following motion seconded by Mr Hanson.

RESOLVED FIRST, That in order to facilitate the selection of new board members, Colonel Phillips be added as chairman to the Special Committee, referred to as the Nominating Committee, on which Dr. Cook and Mr Kleeman are serving as members;

RESOLVED SECOND, That the committee consult with the librarian and other members of the board, as it may see fit, about the selection of new board members; and

RESOLVED THIRD, That the committee be requested to make a report at the next board meeting, March 9, 1951.

A vote being taken, the motion was carried.

The librarian reported the following salary changes, which he stated are in accord with the salary scale:

1. The employment of Mrs Mabel K. Pumo, Librarian Assistant, Extension Department, on a monthly basis of $218.55 effective January 15, 1951.

2. The employment of Miss Charlotte Cassell, Clerk Assistant, Circulation Department, on a monthly basis of $136.55 effective February 12, 1951.

3. Mr Richard Parrish be employed on a permanent basis on a montly salary of $39 effective February 1, 1951.

4. The salary of Mrs Patricia Dawson, Clerk Assistant, Extension Department, to be raised $5 per month effective February 1, 1951.

5. The resignation of Miss Phyllis Fisher, Clerk Assistant, Circulation Department, to be effective February 6, 1951.

6. The resignation of Mr Robert Chandler, Page, to be effective February 5, 1951.

On motion duly made, seconded, and carried all of the foregoing were ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

Chairman

Robert Warth - J.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

March 9, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on March 9, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mr Hanson
Judge Hudson
Dr Cook
Dr Sibley
Mr Flinn
Mr Kleeman

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on February 9, 1951 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of Februarywhich report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 260 and 261) and Mr Hanson moved, Dr Cook seconding, that the bills be approved by the Library Board and transmitted to the Board of Education

for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The Nominating Committee presented its report of the nominations for the three terms on the Library Board left vacant by resignations. After discussion, Judge Hudson offered the following resolution, seconded by Mr Hanson.

RESOLVED FIRST, That the report of the Nominating Committee be accepted and the following persons be nominated to serve as members of the Board of Directors of the Kanawha County Public Library for the terms specified:

Mr John A. Pianfetti, of South Charleston, for an unexpired term ending June 30, 1952;

Mrs Benjamin B. Brown, of Charleston, for an unexpired term ending June 30, 1955;

Mrs Wilson Anderson, of Charleston, for an unexpired term ending June 30, 1956.

RESOLVED SECOND, That the said nominations be transmitted to the Board of Education with the recommendation that the nominees be duly elected.

A vote being taken, the motion was carried.

There was discussion about the declining circulation of Garnet Branch Library; and the subject was referred to the Garnet Branch Library Committee.

Mr Kleeman suggested that in view of recent events toward wage stabilization, the salary scales and rates of the library employees should be re-examined immediately so that any changes could be reflected in the next budget.

There was discussion of the library's policy of cataloging books for the South Charleston library and of the recent requests from citizens

of St. Albans for assistance for a local library there, and in the course thereof the necessity for long range planning in these matters was clearly recognized.

The librarian reported the following salary changes, which he stated are in accord with the salary scale:

1. The employment of Mr David R. Freeman, page, at a monthly salary of $39 effective February 22, 1951.

2. The resignation of Mr Lionel Sturgill, page, to be effective March 5, 1951.

3. The resignation of Mrs Cynthia Reid, Clerk Assistant, Circulation Department, to be effective March 8, 1951.

4. Miss Caroline Diederichs, Clerk Assistant, Catalog Department, is granted a leave of absence without pay for 9 days during March.

5. The employment of Mr Donald Chambers, Janitor, on a monthly basis of $170.55 effective March 12, 1951.

6. The resignation of Mrs Barbara Stark, Clerk Assistant, Extension Department, effective March 6, 1951.

7. Mr Will Brown, Janitor, is to be paid for one day of services in addition to his regular salary.

8. The employment of Miss Carol Mullins, Clerk Assistant, Extension Department, on a monthly basis of $136.55 effective March 9, 1951.

9. The employment of Miss Eunice Johnson, half-time Clerk Assistant, Circulation Department, on a monthly basis of $68 effective February 26, 1951.

10. Mrs Mabel K. Pumo, Librarian Assistant, Extension Department, is granted a leave of absence without pay for 6 days during March.

11. The salary of Mrs Mary Hays, Librarian Assistant, Catalog Department, is to be raised $6 effective March 1, 1951.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

Chairman

Robert Nauth. Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

April 6, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 6, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Dr Riggleman
Colonel Phillips
Dr Hoffman
Dr Cook
Mr Flinn
Dr Pianfetti
Mrs Anderson

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on March 9, 1951, were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of March which included a description of a restudy of the periodical binding list. After discussion the report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 262 and 263) and Mr Flinn moved, Colonel Phillips seconding, that the bills

be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

An application from Miss Frances Alderson for a leave of absence to attend summer school was presented. On recommendation of the librarian, the following resolution was made by Dr Riggleman, seconded by Dr Hoffman, and voted unanimously:

> RESOLVED, That Miss Frances Alderson, Head Extension Department, be granted leave of absence without pay to attend summer school at the University of Michigan for the purpose of working toward a master's degree in library science, provided the Extension Department can be properly staffed during her absence.

The librarian requested expense money for himself and two other librarians for the purpose of attending the American Library Association meeting in Chicago this summer. On motion made by Dr Riggleman and seconded by Dr Hoffman, it was

> RESOLVED, That two-hundred seventy-five dollars ($275) be authorized to defray expenses of the librarian and two other staff librarians in attending the American Library Association convention in July, as follows: one hundred twenty-five ($125) for the librarian, and up to seventy-five ($75) for each of the other two persons.

The librarian reported that the terms of three members of the Library Board, Judge Hudson, Mr Young and Mrs Clark expired June 30, 1951.

On motion made by Dr Cook and seconded by Mr Flinn it was unanimously

> RESOLVED, That Judge Arthur Hudson, and Mrs Walter E. Clark, both of Charleston, and Mr John Young, of Clendenin, be nominated for re-election to the Board of Directors of the Kanawha County Public Library for terms beginning July 1, 1951 and ending June 30, 1957; and that said nominations be transmitted to the Board of Education with the recommendation that the nominees be elected.

The librarian presented a proposal to purchase some canvas book bags to be used for the deposit collections.

On motion made by Mr Flinn, and seconded by Colonel Phillips it was

RESOLVED, That the librarian be authorized to purchase five hundred (500) canvas book bags of the specifications required from the Schobel Awning Company, Cleveland, Ohio at the bid price of one dollar thirty-eight cents ($1.38) each or six hundred ninety dollars ($690).

A discussion of the by-laws followed. The librarian pointed out that over the years changes had taken place in the methods of administering the library and that a redefinition of the responsibilities and duties of the Library Board and of the librarian and their expression in the by-laws had become advisable. It was suggested that the organization of the board, frequency of meetings, the development of an administrative manual, and other matters be considered in this connection. It was also suggested that various studies of library administration published in recent years should be utilized. On motion made by Mr Flinn and seconded by Dr Riggleman it was unanimously

RESOLVED, That consideration of the by-laws, the organization of the Board, and the responsibilities and duties of the Board and the librarian, be referred to the Administration Committee; and that the librarian work closely with the said committee on this matter.

The librarian reported the following salary changes, which he stated are in accord with the salary scale:

1. The resignation of Mr Will Brown, Custodian, effective April 23, 1951.

2. The resignation of Miss Carol Mullins, Clerk Assistant, Extension Department, effective March 21, 1951.

3. The employment of Miss Betty Jane Thomas, Clerk Assistant, Extension Department, effective March 22, 1951, at a monthly salary of [illegible].

4. The salary of Miss Jane Brand, Head, Reference Department, is to be raised $6 effective April 1, 1951.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John Ray
Chairman

Robert Vaith Jr.
Secretary

MINUTES OF A MEETING

OF THE GARNET BRANCH COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

April 24, 1951

A meeting of the Garnet Branch Committee of the Board of Directors of the Kanawha County Public Library was held on April 24, 1951, at 4:00 p.m. in the Board Room of the Library for the purpose of considering matters respecting Garnet Branch Library which had been referred to it by the Library Board at its regular meeting March 9, 1951.

Present were: Mr Ray, chairman, Judge Hudson and Mr Young.

The librarian acted as secretary.

The chairman called the meeting to order and the secretary reported a quorum was present.

The librarian reported the following: The circulation of the Garnet Branch Library has fallen off steadily during the past 18 months. It has been running between about 450 and 775 a month and since September 1950 has been averaging 27% below the same months of the year before. As many books are circulated from the Dunbar bi-weekly Bookmobile stops in 4½ hours as from Garnet Branch in an entire month.

The chief reason for this appears to be the gradual shifting of the Negro population so that there is now nowhere in Charleston a sufficient concentration, within a reasonable distance from a potential library center to warrant a library operating on a full time basis, i.e., about 40 hours a week or longer. Garnet is now open 59½ hours a week.

A library or branch doing its own acquisition and cataloging with a staff of two plus page time should not be open more than 40 hours a week and still should circulate a minimum of 25,000 books a year. During the year ending April 30, 1951, Garnet Branch will have circulated approximately 7,000 books. It is clear that this circulation should be handled in perhaps 15 hours a week, the time being distributed on three to five days, preferably three. Public hours of, say, one to six p.m. on three days a week, or the equivalent, is sufficient for Garnet's present circulation. This contraction of open hours would free staff time for other duties such as the technical processes, working in and out of the library to promote its use and other work.

While the public use of the branch has declined, the need of a library for Garnet High School has become more and more apparent. The expense of operation continues. The question naturally arises, "Why not extend the services of Garnet Branch to include service as a high school library?"

After full discussion, the following resolution was duly moved, seconded and unanimously carried.

WHEREAS, The Garnet High School has need of a strong school library to enhance its program of teaching and education; and realizing that the training and development of youth demands good facilities, and is an essential investment in the future; and

WHEREAS, The collection and work of the Garnet Branch Library has already been directed especially toward the young adult age level; and

WHEREAS, This committee believes that changes necessary to effect high school library service can be made without jeopardizing in any way the library's facilities

for the general public; and recognizing that since public use has declined, student use could logically be developed to obtain the full social value from the cost of operation; therefore be it

RESOLVED, That the acceptance of the opportunity to undertake Garnet High School library work be recommended to the Board of Directors of Garnet Branch Library.

Chairman

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

May 4, 1951

The annual meeting of the Board of Directors of the Kanawha County Public Library was held on May 4, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mrs Anderson
Mrs Brown
Dr Cook
Mr Flinn
Judge Hudson
Dr Pianfetti

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on April 6, 1951 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of April which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian then presented his annual report, reading excerpts from it. After duscussion, on motion of Mr Flinn, seconded by Mrs Anderson,it was

RESOLVED, That the librarian's annual report be accepted and filed; and the librarian be directed to submit to the newspapers such parts as he deems advisable; and

RESOLVED FURTHER, That a copy of the report be sent to each member of the Library Board, and to the Board of Education, and each member individually thereof,

RESOLVED FURTHER, That such number of copies of the report be printed and distributed as the librarian may deem advisable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 264 and 265) and Mr Flinn moved, Dr Cook seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The question of Garnet Branch Library extending service to Garnet High School was discussed. The resolution was read which was adopted by the Garnet Branch Library Committee at its meeting April 24, 1951, and set forth in the minutes of the same, recommending that such work be undertaken. On motion made by Mr Flinn, seconded by Dr Pianfetti, it was unanimously

RESOLVED, That the recommendation of the Garnet Branch Library Committee to the Board of Directors of the Garnet Branch Library adopted at its meeting on April 24, 1951 hereby be ratified and approved.

After a duscussion of the need for disposal of unwanted books, on motion of Mr Flinn, seconded by Dr Cook, it was

RESOLVED, That no books, title to which is held by the Library, be sold or exchanged, until the further order of the Library Board; and,

RESOLVED FURTHER, That proper steps be taken to obtain a ruling on the legal power of this Library Board to make sale or exchange of books owned by the Kanawha County Public Library.

The librarian reported that there was very little use of the library on Saturday evenings during summer months, and suggested closing at five o'clock on those days. On motion of Judge Hudson, seconded by Mr Flinn, it was

RESOLVED, That the library close at five o'clock p.m. on Saturdays from June 2 to September 1, 1951 inclusive; and,

RESOLVED FURTHER, That the librarian report to the Library Board on the results of this action.

Since officers of the Library Board are elected at the annual meeting, the president called for nominations for president, vice-president and secretary. Dr Cook nominated the present officers: Mr Ray, president, Judge Hudson, vice-present, and Mr North, secretary. Mr Flinn seconded the nomination. It was moved and seconded that the nominations be closed. A vote being taken, the nominees were re-elected.

The librarian reported the following salary changes which he stated are in accord with the salary scale:

1. The employment of Mr Paul Coleman, Assistant Janitor, on a monthly basis of $160.55 effective April 24, 1951.

2. Mr Donald Roach, page, is to receive $39 for 78 hours of services in addition to his regular duties for May 1, 51. The payment of $39 for 78 hours of services in addition to his regular duties for April, included in his April check, is hereby authorized.

3. The resignation of Mr Denzil Norman, Custodian, effective May 17, 1951.

4. Mr Thomas DeLauder, substitute bookmobile driver, is to be paid for four days of services at the rate of $176 a month.

5. The salary of Mrs Helen Miller, Librarian Assistant, Circulation Department, is to be raised $6 effective May 1, 1951.

6. The salary of Miss Joan Hudnall, Clerk Assistant, Circulation Department is to be raised $5 effective May 1, 1951.

7. The salary of Mr Charles F. House, Bookmobile Driver, is to be raised $1 effective May 1, 1951.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

Your Public Library's Annual Report

1950-1951

Kanawha County Public Library
CHARLESTON, WEST VIRGINIA

KANAWHA COUNTY BOARD OF EDUCATION

Charles P. McCabe, *President*

Herbert M. Beddow
John T. Bonham
Henry R. Glass
L. S. McDaniel

Virgil L. Flinn, *Secretary and Superintendent of Schools*

KANAWHA COUNTY PUBLIC LIBRARY

Board of Directors

John V. Ray, *President*

Arthur P. Hudson, *Vice-President*

Margaret Anderson
Hester Brown
Julia Clark
Roy Bird Cook
C. C. Dickinson, Sr.
Virgil L. Flinn
Arthur J. Hanson
Joseph C. Hoffman
Sidney M. Kleeman
John A. Pianfetti
Walter C. Phillips
Leonard S. Riggleman
Ruth Rummel
Donald C. Shonk
Robert L. Sibley
Jacob N. Wickert (deceased Jan. 24, 1951)
John A. Young

Robert North, Jr., *Librarian and Secretary of the Board*

LIBRARY STAFF

Professional

Frances Alderson
Pauline K. Bouldin
Jane Brand
Wilma G. Brown
Jane Brugger
Jamie R. Graham
Mary V. Hays
Margaret H. Hilliard
Mary L. Meyer
Helen B. Miller
Mabel K. Pumo
Robert F. Simmons
Martha W. Wharton

Non-Professional

Wanna Lee Adkins
Lorena Ammar
Mary Lou Bryan
Charlotte Cassell
Betty Ann Dawson
Patricia Mae Dawson
Caroline Diederichs
Frances Dillinger
Charles F. House
Joan Hudnall
Laverta Spurlock
Betty Jane Thomas
Lillian Thompson
Dorothy Twohig
Georgia Tyree
Emogene Webb

Janitors

Donald Chambers
Paul Coleman

9 additional part time

Annual Report, 1950-1951

To the Board of Directors of the Kanawha County Public Library and to the people of Kanawha County, the annual report of your public library for the period May 1, 1950, to April 30, 1951, is here submitted:

Spectacular events are absent from the past year. During its course, preoccupied with the daily work, one wonders sometimes just what is being accomplished. It has been a year of steady progress and development despite the fact that there are so many problems, that just keeping the doors open sometimes seems an achievement.

This year the library has been kept fully staffed despite turnover. The circulation of books has increased again and information has been given to more questioners than ever before. The total number of borrowers has reached a new high. Many improvements have been made in the organization so that it is running more smoothly. Penetration of the community with the library idea has been carried further.

The Book Collections

The total collection now numbers 131,520 volumes, an increase of 10 per cent over last year. Adult books numbering 10,256 were added, and 5,839 for children. Garnet Branch added 669 volumes. 5,132 were subtracted from the collection by discard or loss.

In 1948 the library of the late Judge Harold A. Ritz, a former member of the Library Board, was purchased. During the past year 3,265 volumes of the Ritz Collection were cataloged for the library and the addition of many useful duplicates has begun. Judge Ritz's books add substantially to the materials in American and modern European history. Biography, memoirs, letters and the writings of public people are numerous. These are supplemented by works in political science, especially constitutional government and the social

aspects of law. British essayists and dramatists of the eighteenth century, and considerable nineteenth century literature, both British and American, are present. Lincoln and Napoleon items appear frequently and others relate to West Virginia. Then there is a wide range of contemporary works reflecting the judge's many interests. And now other people who may have the same interests will also have his library available to them.

Binding and Periodicals

Binding and rebinding came to 2,718 volumes.

Sixteen newspapers are received, and 380 periodicals, of which 69 are gifts. The 138 titles on the binding list are supplemented by 10 on microfilm, including the New York Times.

The periodical subscription and binding lists were critically re-examined, title by title, to improve the selection of this material and to make the best possible use of the investment in binding and space for the permanent files.

Gifts and Memorials

The library appreciates its many thoughtful donors. This year 1,140 useful gifts were added to the library. Included were two memorials: one given by Dr. and Mrs. James F. Van Meter of Lexington, Kentucky, in memory of Mr. David Wallace Martin; the other by Dr. J. D. Willis, of Roanoke, Virginia, in memory of Mrs. George S. Engle.

Pictures

There is no end to what people want to see in pictures. 2,977 pictures were issued this year, 1,118 more than last year. Among the regular customers of the collection are teachers, art students, the manager of a film club, the display staffs of department stores. The patrons' enthusiasm for the service forecasts a growing demand as it becomes better known. The picture file contains 11,687 items mounted, identified and classified.

Among those added this year were 40 photographs of their sets donated by the Ballet Theatre, and a series of the Washington Cathedral from Miss Virginia Cork.

The Building

Although the exterior of the building continues to look unkempt, the interior is beginning to look better. First class equipment and materials now enable the building staff to make steady improvement in the daily cleaning and the maintenance work. The roof is being repaired and numerous other jobs have been done to keep up the building and make working facilities more satisfactory.

Personnel

A library depends for successful service upon its personnel. The Kanawha County Public Library, including Garnet Branch, employs 41 people, some of them part-time. Thirteen of them are trained and experienced librarians. Their studies in librarianship were completed in 12 different library schools. They bring to their work here experience in 23 libraries in 13 states, including Pennsylvania, Yale and Northwestern universities, public libraries both large and small, the Library of Congress and the U. S. Department of Agriculture Library.

Theirs is the professional work of book selection, organizing the materials for use, carrying on reference and information service and generally helping and advising the public in their search for just the books or information needed. They operate the library. Further, they interpret the library to the community outside its walls. In 25 talks and group meetings this year they described or demonstrated the services of the library.

However, the library would soon be reduced to chaos without its corps of clerks, pages and building staff, all of whom contribute to the efficient accomplishment of the daily work.

Use of the Library

The circulation of library materials has reached a new high of 475,425, an increase of 7.24 per cent over last year. The use of juvenile books has increased 8.7 per cent while adult use has risen 4.2 per cent.

The number of questions rose 7.7 per cent to 24,311. The number of registered borrowers is now 25,570 to which should be added 8,260 boys and girls who read deposit collection books in elementary schools. The total is 33,830.

The Circulation Department, which issues the adult books, increased its work 18 per cent. This year it lent 102,192 volumes. Over half of these books were non-fiction, which probably indicates a greater amount of purposeful reading than most libraries can show.

The best way of interpreting books to readers is by personal contact, but in subjects of wide interest, the exhibit, kept supplied with well-selected material, accomplishes some of the same ends with less staff time. About half of the 74 exhibits held in all the public departments had this end in view. The others were shows of painting, photography, objects and the like. Books were associated with some of them, too.

In the Boys' and Girls' Department the increase was more modest. Miss Wilma Brown, the devoted mentor of thousands of children and the understanding consultant of hundreds of parents and teachers, has continued her outstanding work as the children's librarian. Her standards are never compromised and much of her work with Parent-Teacher Associations and other groups has been done at personal sacrifice.

Extension Department

The bookmobile was reconstructed and repainted this year. Readers borrowed 108,729 books from it, a decrease of 5 per cent from the year before. This decline is due in part to fewer school stops and more deposit collections in school

rooms. For lack of sufficient funds the Extension Department has not been able to enlarge its bookmobile work as set forth in the plan adopted by the Library Board in 1949, the object of which was to reach more communities.

Nevertheless through its deposit collections in elementary school classrooms more and more children are being reached. 472 of these collections were made up this year. These books circulated 100,287 times, a 50 per cent increase over last year, and nearly a five-fold increase over the year before that. This was accomplished in various ways devised and carried out by Miss Frances Alderson, head of the department. By enlarging the bookstock so new collections could be made up before others were returned from the schools, the processing was put on a steady, year-round basis. The purchase of multiple copies of titles has speeded up selection of each group of books. At the time of winter exchanges, delivery and pickup can now be made on the same trip. Record keeping has been improved. One clerk was added to the department eighteen months ago.

Some further efficiencies can probably be made along this line. But the great library need of the county is still for service to adults. This will require more money and does not lend itself to the production methods of deposit collections.

Citizens of St. Albans, anxious for more than their 8¼ bookmobile hours every two weeks, are taking steps to establish a library of their own. We are glad to see such evidence of the value of libraries and will extend our fullest cooperation.

We are continuing our technical assistance and large adult deposit collections for the South Charleston Library.

Dunbar, which borrows about 700 books on its 4½ hour stop, has long been the bookmobile's point of heaviest business and pandemonium. This summer's schedule will include an all-day stop of 7 hours as an experiment. If successful in improving service there, every effort will be made to continue it.

Garnet Branch

Garnet Branch has progressed well in recataloging its non-fiction this year. The catalog will furnish the necessary control of the books and supply a proper teaching instrument for work with students. Continuing its emphasis on young people's needs, vocational guidance material was particularly promoted.

Information Service

One of the most important aspects of public library work is its function as a community intelligence center. As such it supplies information to people as individuals, and to social, educational, religious and commercial agencies as organizations of the community.

It has no mission except to help impartially where the contents of print can be a help. Where print cannot directly help, reference to the proper means, agency or persons can be suggested.

While this function of the library is the special province of its Reference Department, which handles the more difficult problems, in actual practice all departments and all librarians perform it to some extent by simply acting professionally. The intelligence center concept is effected by the answering or other handling, of actual problems day in and day out.

The following questions, in abbreviated form, are taken from the records of those asked and answered in the past year. Their variety might dismay the average citizen who, of course, and rightly, expects to have his own question answered, but they are daily life to the reference librarian.

List of correspondence schools offering courses in time and motion study.

Newspaper account of the first Charleston Symphony concert.

Number of service stations with addresses in Kanawha County.

Examples of crocheted quilt patterns.

What should, and should not, be in a state constitution?

What kind of lining should be used in a tank trailer for hauling calcium chloride?

I want something "very good and very current" on U. S. foreign policy.

Meaning of "Narodni podnik"—in a European letter to a local business firm. A Bohemian dictionary revealed it as national progress, or national fraud. (Depending on political party?)

The first name of a man named Miller on Highgate Ave., Buffalo, New York.

A teacher wants something to supplement her social studies text.

How to finish tortoise shell.

Name of author who wrote novels about prehistoric man.

24,311 of these questions were handled by the reference and other departments in the past twelve months.

The telephone is a wonderful time saver, and the information service at the library recognizes that fact. Many of the 24,000 questions were answered by telephone and such requests are welcomed at the library. Too often people say they are reluctant to call and "bother" the librarians. Well, the librarians are there to be "bothered," although they don't admit that use of the word.

Friends of the Library is an honorable term. In many a community in this country there is an association of citizens working in the interests of their library. Although Kanawha County has no such official group, it has many friends of the library and not least among them are those other agencies of communication, the newspapers and the radio stations. These have all, repeatedly, given public service in behalf of the library. Frequently working with Friends of the Library are trustees' organizations. The Library Board are this library's friends and the librarian feels them so to be.

Public Service

Last year's report listed a number of services sought by members of the community. All take money because all take materials and people to supply them. There is crying need for better coverage of the county. Before these services can be undertaken additional funds must be available. Until such time we can continue to improve our operations and can keep our work with readers at a high level. More than this, we can plan and persevere in an endeavor to make people realize what public library service means.

The public library is not for any one group, not just for children, or students, or professional people. It is for everyone. That is the tradition of American public libraries, the tradition of librarianship. The library in Kanawha County contains a great deal of well-chosen material. It is organized for effective use and serviced by trained and experienced librarians. Where else in the county can such resources be focused on anyone's need — for ideas and facts; for fun; for help and encouragment; for direction to other sources and agencies; for the answers to all manner of questions, practical and impractical, that arise in the course of living?

The public library tries to give the adult citizen adequate means of free inquiry, and to help him maintain the intellectual ballast necessary for straight thinking. Orthodoxy, heresy and witch-hunting are old words but they live today with new meanings and new dangers. They are applied to differences of opinion and policy. They are substitutes for thought and knowledge. As an agency created by free men, the public library is not only a symbol, but one of the nation's most important resources for freedom. It is there, open, with its largess obtainable on demand.

Respectfully submitted,

ROBERT NORTH, JR.

Librarian

EXPENDITURES

May 1, 1950 — April 30, 1951

Salaries	$ 74,735.18
Books	24,937.90
Periodicals	1,989.25
Binding	3,833.59
Maintenance	4,218.72
Supplies and Equipment	7,792.43
Utilities	3,713.59
Printing	243.00
Miscellaneous	705.53
Insurance	750.00
Garnet Branch	11,103.70
County Extension Service	2,007.10
	$136,029.99

NOTE: These figures are given to indicate the proportion of funds used for different purposes. The budget and fiscal year ends June 30. The library's financial records are kept by the Board of Education, and audited by state auditors.

The appropriation from the Board of Education for operating the library for the fiscal year 1951 was $134,542.56.

The Kanawha County Public Library is an outgrowth of the community library service begun in Charleston in 1909. It is maintained by the Board of Education of Kanawha County as an integral part of the educational purposes, and its collections, reading rooms, and services are available to all residents. It is governed by a Board of Directors appointed by the Board of Education. Like all public libraries, it is a living and concrete embodiment of the belief of the founders of the American Commonwealth that no stronghold is so strong as a nation of enlightened free men.

STATISTICAL REPORT

May 1, 1950 — April 30, 1951

Population served: 236,945.

Agencies: Main library, one branch, one bookmobile serving 38-40 stops, deposit collections in 276 elementary school class rooms outside Charleston.

Book Circulation

	1950/51	1949/50
Lent by Main Library	259,175	247,517
Lent by Bookmobile	108,729	114,866
Lent by Deposit Collections	100,287	66,698
Lent by Garnet Branch	7,234	14,218
Totals	475,425	443,299
Adult books lent	143,171	137,454
Juvenile books lent	332,254	305,845
Totals	475,425	443,299

Book Stock

	1950/51	1949/50
Number of volumes at end of year	131,520	120,561
Number of volumes added	16,764	13,015
Number of volumes lost and discarded	5,805	3,430
Number of periodicals received	380	
Number of newspapers received	16	

Borrowers Registered

	1950/51	1949/50
Total number of registered borrowers	25,570	24,890
Total number registered during year	8,339	8,885
Children estimated to use deposit collections, in addition to the above	8,260	6,000

Time required of staff: 40 hours a week.

Library open 306 days, 11 hours per day, 66 hours per week.

ANNUAL

CIRCULATION OF BOOKS

May 1, 1950 - April 30, 1951

	1950/51			1949/50		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	6,488			6,735		
Fiction	21,347	27,835		20,749	27,504	
Juvenile Books						
Non-fiction	11,128			11,100		
Fiction	50,309	61,437		53,199	64,299	
YA Collection						
Non-fiction	1,413			1,350		
Fiction	4,797	6,210		3,128	4,478	
Teachers' Coll. Adult						
Non-fiction	———			———		
Fiction	———	———		———	———	
Teachers' Coll. Juv.						
Non-fiction	561			305		
Fiction	12,686	13,247		18,280	18,585	
Teachers' Coll. YA						
Non-fiction	———			———		
Fiction	———	———		———	———	
Total Teachers' Coll.		———			———	
Total Bookmobile			108,729			114,866 - 5.25%
Deposit Collection						
Adult						
Non-fiction	204			208		
Fiction	893	1,097		1,395	1,603	
YA Collection						
Non-fiction	266			146		
Fiction	1,211	1,477		300	446	
Juvenile Coll.						
Non-fiction	9,683			5,676		
Fiction	88,030	97,713		58,973	64,649	
Total Deposit Collection			100,287			66,698 + 50.3%
Total Extension Department			209,016			181,564 + 15.2%

	1950/51			1949/50		
MAIN LIBRARY						
Adult Department						
Non-fiction	43,318			41,206		
Fiction	42,742			42,299		
Pamphlets	1,129			1,122		
Periodicals	143			401		
Pictures	2,977			1,859		
Total		90,309			86,977	
YA Collection						
Non-fiction	2,590			2,061		
Fiction	9,293	11,883		6,005	8,066	
Total Adult Dept.			102,192			95,043 / 18.04%
B. & G. Dept.						
Non-fiction	12,462			19,610		
Fiction	64,466			53,259		
Pamphlets	4			34		
Periodicals	247			276		
Total		77,179			73,179	
Teachers' Collection						
Non-fiction	6,640			6,483		
Fiction	73,164	79,804		72,812	79,295	
Total B. & G. Dept.			156,983			152,474 / 2.95%
Total for Main Library			259,175			247,517
GARNET BRANCH						
Adult						
Non-fiction	1,755			3,581		
Fiction	2,320			4,418		
Periodicals	145	4,360		381	8,380	
Pamphlets	140					
Juvenile						
Non-fiction	918			2,672		
Fiction	1,929			3,111		
Periodicals	27	2,874	7,234	55	5,838	14,218 - 50. %
GRAND TOTAL FOR ALL DEPARTMENTS			475,425			443,299 / 7.24%
SUMMARY						
Adult						
Non-fiction	51,765			51,750		
Fiction	67,302			68,951		
Other	4,534	123,601		3,761	124,464	
YA						/ 4.2%
Non-fiction	4,269			3,557		
Fiction	15,301	19,570		9,433	12,990	
Juvenile						
Non-fiction	41,392			45,846		
Fiction	290,584			259,634		
Other	378	332,254		365	305,845	
GRAND TOTAL			475,425			443,299 / 7.24%

REGISTRATION 1950/51

	1950/51		1949/50	
MAIN LIBRARY				
Adult Department				
New borrowers	3,027		2,793	
Transients	58		36	
Re-registered	1,482	4,567	1,752	4,581
Boys and Girls Dept.				
New borrowers	1,607		1,523	
Re-registered	218	1,825	169	1,692
Bookmobile				
New borrowers	1,282		1,839	
Re-registered	305	1,587	322	2,161
Garnet Branch				
New borrowers	219		294	
Re-registered	141	360	157	451
GRAND TOTAL				
New borrowers	6,193		6,485	
Re-registered	2,146		2,400	
Total		8,339		8,885 - 6.14%

MINUTES OF A JOINT MEETING

OF THE GARNET BRANCH LIBRARY COMMITTEE

OF THE KANAWHA COUNTY PUBLIC LIBRARY BOARD

AND THE GARNET BRANCH LIBRARY BOARD

HELD ON

May 10, 1951

A joint meeting of the Garnet Branch Library Committee and the Garnet Branch Library Board was held on May 10, 1951, at 4:00 p.m. in the Board Room of the Kanawha County Public Library.

Present were: Judge Hudson and Mr Young of the Branch Committee; Mr Calloway, Mrs Smith, Mrs Gamble and Mrs Lonesome of the Branch Library Board. Also present were: Mr Flinn, member of the Kanawha County Public Library board and superintendent of schools of Kanawha County, Mr North, Librarian of the Kanawha County Public Library, and Mrs Graham, Librarian of Garnet Branch Library.

Becuase Mr Ray, chairman of the Branch Committee, was not able to be present, Mr Flinn presided.

Mr North acted as secretary.

Mr Flinn outlined the facts of decline in the branch's book circulation and the need for a library to serve Garnet High School.

Mrs Graham read the minutes of the Branch Library Board's meeting of April 27, 1951, in which desire was expressed for the present meeting for further discussion and information.

Mr Calloway raised questions regarding staff, relation of school to public work, hours of service. These, and other questions, were generally discussed and the consensus was that both types of service could be adequately rendered.

Upon motion of Mr Calloway, and seconded by Mrs Smith, it was unanimously

RESOLVED, That the Garnet Branch Library Board and the Garnet Branch Committee of the Kanawha County Public Library Board do agree on reorganizing Garnet Branch Library to the end that the high school and the general public both be served; and

RESOLVED FURTHER, That the details of administering and carrying out this objective be worked out by the librarians of the two libraries and the presidents of the two boards.

There being no further business, the meeting on motion adjourned.

Hugh L. Thomas
Chairman

Robert North, Jr.
Secretary

MINUTES OF A MEETING

OF THE BUDGET COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 8, 1951

A meeting of the Budget Committee of the Library Board was held on June 8, 1951, at 3:00 p.m. in the board room of the library for the purpose of considering, adopting and recommending to the Library Board the budget for the library for the fiscal year 1951/52.

All members of the committee attended, as follows: Mr Dickinson, chairman, Mr Flinn, Mr Hanson, Judge Hudson, and Colonel Phillips. Mr Ray also attended. The librarian acted as secretary.

Copies of the proposed budget had been sent to all members attending the meeting.

The chairman presented the budget, a copy of which is appended hereto. Discussion followed, the librarian answering questions about the various items. Separate items of the budget were approved as follows:

On motion of Mr Hanson, seconded by Colonel Phillips, it was

RESOLVED, That budget item number 1, salaries, exhibit B, for $9,920.20 be adopted as presented.

On motion of Mr Flinn seconded by Colonel Phillips, it was

RESOLVED, That item number 2, books, periodicals, etc. totaling $27,000 be adopted as presented.

On motion of Colonel Phillips, seconded by Judge Hudson it was

RESOLVED, That budget item number 5, furniture and equipment for $2,000 be adopted as presented.

On motion of Colonel Phillips, seconded by Mr Flinn it was

RESOLVED, That budget item number 7, utilities, for $3,900, budget item number 8, insurance, for $1,151.29, and budget item number 9, unclassified, for $965 all be adopted as presented.

In the proposed budget for Garnet Branch, the librarian recommended a salary increase of $10 a month for the librarian (Public) (Mrs Spurlock), making her total salary $206.55 a month, which is proper for her classification as clerk assistant with 15 years experience. He also recommended an increase for the Librarian (Part-time) (Mrs Graham) according to the increases in rates for librarians, which would be $37 a month, or $111 for her three months included in this budget. On motion of Mr Flinn, seconded by Judge Hudson, it was

RESOLVED, That the recommended salary increase of $10 a month for Mrs Spurlock be approved; and that the recommended salary increase of $37 a month for Mrs Graham be approved.

The librarian recommended a reduction in budget item number 2, books and periodicals, of $375, the amount spent by the school system for books to be turned over to the branch library. On motion of Judge Hudson, seconded by Colonel Phillips, it was

RESOLVED, That the amount for books and periodicals be reduced by $375.

The librarian recommended that the school system assume the costs of heat, utilities, repairs, and telephone as itemized in budget item number 3, building expenses.

On motion of Judge Hudson, seconded by Colonel Phillips, it was

RESOLVED, That the proposed budget of Garnet Branch Library, as modified by the foregoing resolutions, and in the amount of $7,721.60, be adopted, with the following reservation, namely, that if the Board of Education assumes the cost of utilities and repairs

(as listed in budget item number 3 building expense) in the amount of $373.10, this sum be substracted from the budget request.

The chairman then entertained a motion for adoption of the budget as a whole. On the motion of Mr Flinn, seconded by Judge Hudson, it was unanimously

RESOLVED, That the proposed budget of the Kanawha County Public Library for 1951/52, in the amount of $137,966.29, be adopted as presented by the librarian, including certain modifications in the budget for Garnet Branch Library, one of which is that, if the Board of Education assumes the cost of utilities and repairs in the amount of $373.10, an equivalent sum be substracted from the budget request.

On motion duly made and seconded, the meeting adjourned.

Chairman

Robert Smith Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 8, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 8, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mrs Anderson
Mr Dickinson
Mr Flinn
Mr Hanson
Judge Hudson
Colonel Phillips
Dr Sibley
Mr Young

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on May 4, 1951 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of May which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 266 and 267) and Mr Flinn moved, Colonel Phillips seconding, that the bills be approved

by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian reported that the Board of Education had elected the nominees for the three Library Board terms of July 1, 1951-June 30, 1957, namely, Mrs Clark, Judge Hudson and Mr Young.

The librarian presented the following nominations of the Garnet Branch Library Board for membership on that board:

Dr C. A. Jackson for the term ending June 30, 1956
Mrs Nina Gamble for the term July 1, 1951-June 30, 1957
Mr G. Howard Mitchell for the term ending June 30, 1954

In the discussion Mr Scott M. Brown was suggested as an alternative nominee. On motion of Judge Hudson, seconded by Mr Dickinson, it was unanimously

RESOLVED, That the following persons be elected to the Garnet Branch Library Board for the terms indicated:

Mrs Nina Gamble for the term July 1, 1951-June 30, 1957
Dr C. A. Jackson for the term ending June 30, 1956
Mr Scott M. Brown for the term ending June 30, 1954

The librarian presented the proposed budget for 1951/52 in the amount of $137,966.29, as approved by the Budget Committee. After discussion, on motion of Mr Dickinson, seconded by Mr Flinn, it was unanimously

RESOLVED, That the proposed budget of the Kanawha County Public Library for 1951/52 in the amount of $137,966.29 be approved as submitted by the Budget Committee, including the reservation that if the Board of Education assumes the cost of utilities and repairs for Garnet Branch, their budgeted cost of $373.10 be substracted from the request; and

RESOLVED FURTHER, That said budget be transmitted to the Board Education with the recommendation that it be adopted.

Mr Ray raised the question of the adequacy of the insurance on the library building and contents. On motion of Colonel Phillips, seconded by Dr Sibley, it was

RESOLVED, That a committee of three members of the Library Board be appointed to examine the insurance on the library property, using what technical assistance they deem necessary, and report on its adequacy at the next meeting.

Mr Ray appointed the Insurance Commitee as follows: Judge Hudson chairman, Colonel Phillips, and Mr Hanson.

On motion of Mr Flinn, seconded by Colonel Phillips it was

RESOLVED, That the librarian and the other members of the library staff be commended for the accomplishment of a successful year.

The librarian reported the following salary changes which he stated are in accord with the salary scale:

1. The employment of Mr William Dotson, page, on a monthly basis of $39 effective June 1, 1951.

2. The resignation of Mrs Mabel K. Pumo, Librarian Assistant, Extension Department, effective June 12, 1951.

3. The resignation of Mrs Mary V. Hays, Librarian Assistant, Catalog Department, effective June 22, 1951.

4. The employment of Mr George L. Williams, Librarian Assistant, Reference Department, on a monthly basis of $225.55 effective June 1, 1951.

5. The employment of Miss Barbara Ward, Clerk Assistant, Extension Department, on a monthly basis of $136.55 effective June 11, 1951.

6. The resignation of Mrs Pauline Bouldin, Librarian Assistant, Catalog Department, effective April 30, 1951.

7. The employment of Miss Hazel Fisher, temporary Librarian Assistant, Circulation Department, on a monthly basis of $278 effective June 1, 1951.

8. The employment of Miss Ruth Eary, temporary Librarian Assistant, Extension Department, on a monthly basis of $230 effective June 12, 1951.

9. The salary of Miss Jane Brugger, Head, Catalog Department, is to be reduced $8 a month effective May 1, 1951. The reduction is based on supervising one less employee.

10. The salary of Miss Caroline Diederichs, Clerk Assistant, Catalog Department, is to be raised $4 effective June 1, 1951.

11. The resignation of Miss Charlotte Cassell, Clerk Assistant, Clerk Assistant, Circulation Department, effective May 26, 1951.

12. The resignation of Mr Howard Forbes, Page, effective June 1, 1951.

13. The employment of Miss Lucretia Perry, Clerk Assistant, Circulation Department, on a monthly basis of $136.55 effective May 21, 1951.

14. Mr Donald Roach, page, is to receive $39 for 78 hours of services in addition to his reguar duties for June 1951

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
Chairman

Robert North
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1951/52

	1951/52	1950/51	Increase or - Decrease
1. Salaries			
Present basis (Exhibit A) p.8-9	$74,650.20	$74,657.30	- $7.10
New rates and positions (Exhibit B) p.3	9,920.20		+ 9,920.20
Sub-total	$84,570.40	$74,657.30	
2. Books, Periodicals, etc. p.4			
Books, etc.	$24,800.00	$20,100.00	+ 4,700.00
Periodicals	2,200.00	2,000.00	+ 200.00
Sub-total	$27,000.00	$22,100.00	
3. Binding p.4	$ 3,450.00	$ 3,450.00	-------
4. Supplies p.4 For library and office	$ 3,000.00	$ 3,000.00	-------
5. Furniture and Equipment p.4	$ 2,000.00	$ 1,000.00	+ 1,000.00
6. Maintenance p.5			
Service contracts	$ 975.00		
Repairs	1,200.00		
Building Supplies	1,000.00		
Basement alterations	525.00		
Painting, Emergencies	500.00		
Sub-total	$ 4,200.00	$ 4,200.00	-------
7. Utilities p.5			
Electricity	$2,150.00	$ 2,500.00	- 350.00
Gas	950.00	825.00	+ 125.00
Telephone	600.00	525.00	+ 75.00
Water	200.00	350.00	- 150.00
Sub-total	$ 3,900.00	$ 4,225.00	
8. Insurance p.5-6	$ 1,159.29	$ 750.00	+ 409.29
9. Unclassified p.6			
Printing	$ 425.00	$ 300.00	+ 125.00
Travel, conference, interviews	300.00		+ 300.00
Memberships	40.00		+ 40.00
Contingent	200.00	500.00	- 300.00
Sub-total	$ 965.00	$ 800.00	

	1951/52	1950/51	Increase or Decrease
County Service Extension	-------	$5,501.56	- $5,501.56
Ritz Collection Processing	-------	1,900.01	- 1,900.01
Total Main Library	$130,244.69	$124,583.86	+$5,660.83
10. Garnet Branch (see page 7)	~~$8,105.60~~ 7,721.60	9,958.70	- ~~1,852.10~~ 2,237.10
GRAND TOTAL	~~$138,350.29~~ 137,966.29	$134,542.56	+ ~~3,807.73~~ 3,423.73

EXPLANATIONS

1. SALARIES - $84,570.40

Exhibit A (p.) is the list of authorized positions, individual salaries, and the experience increments required according to the present salary scales.

Exhibit B (follows) shows increases deemed necessary to secure and hold good personnel, for vacation substitutes, and for additional positions. The increases for the librarians are described in detail in a memorandum submitted to the superintendent of schools. The suggestions conform in principle to salary policies of the teachers.

1. Increases in rates

a. 11 librarians: @ $300 a year	$3,300.00
b. 11 librarians: experience increment raised from $72 to $108 a year for the first ten years	2,376.00
c. Head librarian: increase over this year's increment (Making total salary $5,006.60)	250.00
d. 1 janitor: increase from $170.55 to $180.55 a month	120.00
e. 1 janitor: increase from $160.55 to $170.55 a month	120.00
f. 6 pages: raise from 50¢ to 65¢ an hour	883.40
g. Bookmobile driver: $187.55 to $210.55 a month	276.00
h. Extension Department: first clerk assistant increase $10 a month	120.00

2. Vacation Substitutes

a. 1 librarian, 2 months @ $230.00	460.00
b. 1 librarian, 2 months @ $278.00	556.00
c. Increases for 2a and 2b according to Increases in Rates to librarians in 1a and 1b above (100/330/440)	132.00
d. Bookmobile driver 14 days @ $7.00	98.00

3. Additional positions

a. 1 page (No. 7) @ 65¢ an hour, 18 hours a week	607.40
b. 1 page (No. 8) @ 65¢ an hour, 18 hours a week	607.40
c. Driver for delivery of deposit collections 12 days @ $7	84.00
Total Exhibit B	$9,920.20

[illegible]

1. [illegible] – [illegible]

[illegible] [illegible] is the [illegible] of increasing [illegible], [illegible] [illegible] and the [illegible] [illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] [illegible] [

2. BOOKS, PERIODICALS, ETC. $27,000

For years books have been budgeted at about $25,000 and periodicals at about $2,000. Last year $4,100 was deducted from Books to pay for processing the Ritz collection. It is proposed to restore that amount.

3. BINDING - $3,450

No increase requested. Although binding costs have increased 8-9% in the past year, one important economy has been effected. Many more juvenile books are being bought "prebound" at an additional unit cost of $1.20. This will do away with considerable rebinding at unit costs of $1.40 to $2.15.

4. SUPPLIES - $3,000

Items 4 and 5 were not separated last year. Some items listed under supplies would be more correctly listed under equipment. In spite of price increases, especially in paper products, $3,000 should suffice. This item includes postage (approximately $600), all catalog card stock, book pockets, book cards, date cards, and other supplies used for carrying on the library functions. It includes all stationery and office supplies. (Building and maintenance supplies are in item 6).

5. FURNITURE AND EQUIPMENT - $2,000

An increase of $1,000. The following items are needed at once:

a. Furniture

1 table, 48" diameter, Boys and Girls Dept.	$145.00
4 chairs for above	128.00
2 tables, folding legs, Extension @ $23.50	47.00
1 4-drawer file, finished wood, Reference	41.00
2 typewriting tables for room 203 @ $11.00	22.00
3 wastebaskets (Catalog Dept, room 203 and room 206)	5.25
	$377.25

b. Equipment

200 folio supports @ 90¢	$180.00
11 sections unfinished shelving (room 206)	220.00
For book mending:	
1 paper cutter 15"	20.00
1 book press (5books)	10.00
1 sewing clamp	7.20
1 drill, with points	3.50
2 bulletin boards	20.00
2 library seals (used on all books, etc.)	12.00
1 typewriter for Extension Department	145.00
1 stencil file box	25.00
1 line holder for typist	10.00
1 adding machine (net, trade in old)	130.00
8 solander boxes for oversize plates in picture collection @ $9.00	72.00
Lighting fixtures and installation, Catalog Department and Circulation work room	300.00
	$1,154.70

More catalog cases are needed to house the growing catalog. Screens are needed on main floor windows. Venetian blinds are needed for stack and Circulation Department windows, etc.

6. MAINTENANCE - $4,200

No increase asked. Includes all materials, supplies and equipment used in care and cleaning. Considerable painting needs to be done.

7. UTILITIES - $3,900

A decrease of $325. For several years $4,325 has been allotted to utilities. The expenditure of the past two years however indicates the reduction.

8. INSURANCE - $1,151.29

An increase of $401.29. Mr Gentry informs me the annual premiums have been increased. Coverage is now

6. MAINTENANCE - $4,200

No increase asked. Includes all materials, supplies and equipment used in care and cleaning. Considerable painting needs to be done.

7. UTILITIES - $3,900

A decrease of $325. For several years $4,225 has been allotted to utilities. The expenditure of the past two years however indicates the

8. INSURANCE - $1,151.29

An increase of $401.29. Mr Gentry informs me the annual premiums have been increased. Coverage is now

			Premiums
Fire:	building	$315,000	
	contents	80,000	$1,125.25
Fire, collision: theft:	bookmobile		
	bookmobile contents	$7,000	26.04
			$1,151.29

9. UNCLASSIFIED - $965

Increase of $125. Rearranged and itemized this year.

10. GARNET BRANCH - ~~$3,185.50~~ 2,721.40

As submitted by the Garnet Branch Library Board. Reduction of $1,853.10. A change in the branch's work to include the High school and transfer of part of one salary to the school system accounts for this.

KANAWHA COUNTY PUBLIC LIBRARY

Garnet Branch

Proposed Budget 1951/52

	1951/52	1950/51	Increase or -Decrease
1. Salaries			
a. Librarian (Public) @ $196.55(tentative)	$2,358.60	$2,358.60	
b. Librarian (Part-time) July-Aug.'51 and June '52 @$261.55	784.65	3,066.60	
Janitor @ $65.00	780.00	780.00	
Clerk-Typist @ $126.55 July-Sept. '51	379.65	548.00	
Page @ 50¢ an hour. July and Aug.'51 80 hours a month	80.00		
Sept.'51-June '52 40 hours a month	200.00	240.00	
Sub-total	$4,582.90	$6,911.20	-$2,330.30
2. Books and Periodicals	1,825.81		
Current books	$2,200.00	$2,000.00	
Reference books	200.00	300.00	
Periodicals	127.60	200.00	
Service Basis Subscriptions	82.00	60.00	
Vertical File Pamphlets	50.00	40.00	
Library of Congress printed catalog cards	———	50.00	
Sub-total	$2,659.60	$2,650.00	+ $9.60
	2,284.60		- 365.40
3. Building Expenses			
Heat, light, water	$ 60.00	$ 60.00	
Repairs (major) lighting in work room			
Materials $76.60			
Labor 65.50	142.10	———	
Repairs (incidental)	25.00	100.00	
Supplies	100.00	104.40	
Telephone and extension	146.00	61.00	
Sub-total	$ 473.10	$ 325.40	+ 147.70
4. Publicity and Display	$ 100.00	———	
5. Contingent Fund	50.00	50.00	
TOTAL	$7,865.60	$9,958.70	
Salary increase (11/10 $20 a month) for public librarian	220.00	———	
	120.00		
" " accdg. new scale in Exh. B, p.3, (#37, 3 mos.)	111.00		
GRAND TOTAL	$8,105.60	$9,958.70	
	7,921.60		

✓ 1a, above
✓ 1b, above

Exhibit A

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1951/52

List of Positions and Salaries

This list covers authorized positions at present salary scales plus experience increments due during the year. It amounts to $74,650.20. In addition, Exhibit B requests increases in certain rates, and new positions, amounting to $9,930.30.

Position	Employee	Initial Annual Salary
Librarian	Robert North, Jr	$4,756.60
Head, Circulation Department	Mary Tatterson	3,588.60
Head, Reference Department	Jane Brand	3,354.60
Head, Extension Department	Frances Alderson	3,810.60
Head, Boys and Girls Department	Wilma Brown	3,630.60
Head, Catalog Department	Jane Brugger	3,882.60
Librarian Assistant, Circulation Dept.	Margaret Hilliard	2,994.60
Librarian Assistant, Circulation Dept.	Helen Miller	3,210.60
Librarian Assistant, Circulation Dept.	Robert F. Simmons	2,550.60
Librarian Assistant, Reference Dept.	George Williams	2,706.60
Librarian Assistant, Catalog Dept.	to be appointed	3,000.00
Librarian Assistant, Extension Dept.	to be appointed	3,006.60
Librarian's Secretary	Lorena Armar	2,478.60
Clerk Assistant, Catalog Department	Wanna Lee Adkins	1,758.60
Clerk Assistant, Circulation Dept.	Mary Lou Bryan	1,758.60
Clerk Assistant, Catalog Department	Betty Ann Dawson	2,094.60
Clerk Assistant, Catalog Department	Patricia Dawson	1,866.60
Clerk Assistant, Catalog Department	Caroline Diedericks	1,806.60
Clerk Assistant, Extension Department	Frances Dillinger	1,758.60
Clerk Assistant, Circulation Dept.	Phyllis Hadnall	1,698.60

Annual Report 1979/80

List of Members and Officers

KCPL - Proposed Budget 1951/52

Exhibit A

Position	Employee	Initial Annual Salary
Clerk Assistant, Circulation Department	Eunice Johnson	$1[illegible].00
Clerk Assistant, Circulation Department	Lucretia Perry	1,[illegible]30.40
Clerk Assistant, Extension Department	Betty Jane Thomas	1,[illegible]30.40
Clerk Assistant, Boys and Girls Dept.	Lillian Thompson	1,[illegible]96.40
Clerk Assistant, Boys and Girls Dept.	Dorothy Twehig	1,[illegible]26.40
Clerk Assistant, Extension Dept.	Barbara Ward	1,[illegible]30.40
Bookmobile Driver	Charles House	2,[illegible]50.40
Head Janitor	Donald Chambers	2,[illegible]40.40
Assistant Janitor	Paul Coleman	1,[illegible]26.40
Page	William Watson	[illegible]68.00
Page	David Freeman	[illegible]68.00
Page	Donald Veach	[illegible]68.00
Page	Richard Parrish	[illegible]68.00
Page	Ray McKnight	[illegible]68.00
Page	Joan Woodyard	[illegible]96.00
		$74,092.20
Salary Increments (to be paid to above positions on anniversaries of a year's service)		[illegible]58.00
		$74,[illegible]50.20

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

July 6, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on July 6, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Dr Pianfetti
Colonel Phillips

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on June 8, 1951 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of June which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 268 and 269) and Mr Hanson moved, Dr Cook seconding, that the bills be approved by the Library Board and transmitted to the Board of Education

for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian presented a letter from Mr Flinn confirming the action of the Board of Education granting the library's budget request in full for $137,966.29.

The librarian's monthly report included the results of the suspension of fines for overdue books during May. Quoting the law on bill forms had produced the best results. After discussion, on motion of Colonel Phillips, seconded by Dr Painfetti, it was

RESOLVED, That a further communication, including a quotation from section 11, article 1, chapter 10, of the West Virginia Code of 1949, pertaining to the wilful retention of library property, be sent to the 1950 delinquent borrowers; and be it

RESOLVED FURTHER, That the librarian report to the Board on the results of this action.

The librarian raised the question of paying interview expenses to candidates for professional positions. He was directed to take the matter up with Mr Flinn to ascertain the school system's policy.

A request was presented from the Kanawha County Chapter, National Foundation for Infantile Paralysis for rental of office space on a permanent basis in the campaign headquarters. Discussion brought out the policy, founded on the resolutions of December 5, 1947, and January 9, 1948, of permitting library space to be used only for temporary purposes and not on a permanent basis. The librarian pointed out that during the next year the library expected to utilize this space for its own use.

On motion of Dr Painfetti, seconded by Colonel Phillips, the following resolution was carried.

WHEREAS, The policy of the Library Board is to grant use of library space for temporary use only, with terminal dates, and not permanently or for indefinite periods; and

WHEREAS, The library has present need of the southwest corner ground floor area for its own use; therefore be it

RESOLVED, That the request of the Kanawha County Chapter, National Foundation of Infantile Paralysis for office space not be granted; and be it

RESOLVED FURTHER, That the librarian be directed to explain this decision and the policy underlying it to the Chapter.

The librarian reported the following salary changes which he stated are in accord with the salary scale:

1. Miss Ruth Eary, temporary Librarian Assistant, Extension Department, is to receive $270 for July 1951.

2. Miss Hazel Fisher, temporary Librarian Assistant, Circulation Department, is to receive $333 for July 1951.

3. The employment of Mr Harry Taylor, substitute Bookmobile Driver, for 2 days' of services in June 1951 at the rate of $183.05 a month.

4. The employment of Mr Harry Taylor, substitute Bookmobile Driver, for 12 days' of services in August 1951 at the rate of $183.05 a month.

5. The employment of Miss Joanne Greenspun, Librarian Assistant Extension Department, on a monthly basis of $250.55 effective July 1, 1951.

6. Miss Frances Alderson, Head, Extension Department, is on leave of absence without pay beginning July 19-August 20, 1951 inclusive.

On motion duly made, seconded, and carried all of the foregoing

salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

September 7, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 7, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Vice-President
Mr Flinn
Mr Kleeman
Colonel Phillips

In the absence of the President, Judge Hudson presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on July 6, 1951 were approved.

The chairman called for the librarian's report. The librarian presented his report covering the months of July and August which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 270, 271, 272, and 273) and Mr Flinn moved, Mr Kleeman seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian reported that due to the unavailability of other truck drivers, union labor had to be employed during the bookmobile driver's vacation at $1.42 an hour. After discussion, on motion of Mr Flinn, seconded by Colonel Phillips it was

RESOLVED, That the employment of union drivers for the bookmobile during the period August 20-September 5, 1951, at $1.42 an hour be approved.

Mr Flinn moved, Mr Kleeman seconding, that the following resolution be adopted:

RESOLVED, That the librarian's expenses in attending the American Library Association in Chicago July 7-14, 1951, be paid in the amount of $145.61, which includes $20.61 in addition to the amount authorized in the resolution of April 1951.

A vote being taken, the motion was carried.

The librarian's report for July-August included a report on the summer's Saturday evening closing, and he presented a recommendation that the closing be continued the year round, but at 6:00 p.m. instead of 5:00 p.m. After discussion, on motion of Mr Flinn, seconded by Colonel Phillips, it was

RESOLVED, That the closing time on Saturdays be changed from 9:00 p.m. to 6:00 p.m. on an experimental basis for six months; (6) and that the librarian report the result of this action before the end of the period.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. The resignation of Mr John Lowry, page, effective September 1, 1951.

2. The resignation of Mr Donald Roach, page, effective September 1, 1951.

3. The resignation of Mr Ray McKnight, page, effective September 1, 1951.

4. The employment of Mr Thomas Chandler, page, at a monthly salary of $50.70, effective September 1, 1951.

5. The employment of Mr John P. Gregory, page, at a monthly salary of $50.70, effective September 1, 1951.

6. Mr John Navy, substitute driver, is to be paid for 9 hours of services at $1.42 an hour, or $12.78.

7. Mr R. L. Bonham, substitute driver, is to be paid for 78½ hours of services at $1.42 an hour, or $111.47.

8. Mr J. E. Griffith, substitute driver, is to be paid for 4½ hours of services at $1.42 an hour, or $6.39.

9. The employment of Miss Mary Rengil, page, at a monthly rate of $25.35, effective September 1, 1951.

10. The employment of Miss Linda Jo Dugan, page, at a monthly rate of $25.35, effective September 1, 1951.

11. The salary of Miss Dorothy Twohig, Clerk Assistant, Boys and Girls Department, is to be raised $4 effective September 1, 1951. Miss Twohig is to be paid for 19 days of services in September, 1951.

12. The salary of Miss Barbara Ward, Clerk Assistant, Extension Department, is to be raised $5 effective 1, 1951.

13. Miss Frances Dillinger, First Clerk Assistant, Extension Department, is to be granted a leave of absence without pay for October, November, and December, 1951.

14. Miss Betty Jane Thomas, Clerk Assistant, Extension Department, is appointed Acting First Clerk Assistant during Miss Frances Dillinger's absence, beginning October 1, 1951. Her monthly salary is to be increased $10 effective October 1, 1951.

15. Mr Thomas DeLauder, temporary truck driver, is to be paid for 5 days of services during September 1951, at a monthly rate of $185.00.

16. Miss Lillian Thompson, Clerk Assistant, Boys and Girls Department, is to be paid for 21 days of services in September 1951.

17. The employment of Miss Isabel Lou Cline, Clerk Assistant, Extension Department, at a monthly rate of $136.55, effective October 1, 1951.

There being no further business, the meeting on motion adjourned.

E B Hudson
Chairman

Robert North, Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

October 5, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 5, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mrs Anderson
Mrs Brown
Mrs Clark
Mr Dickinson
Mr Flinn
Dr Painfetti
Dr Riggleman
Mr Shonk
Mr Young

Mr Ray, the chairman, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on September 7, 1951, were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of September which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

Discussion of the report centered around the recent declines in registration of borrowers, and touched upon quantitative measures of library service, comparsions with other libraries, and library surveys.

As directed by resolution of July 6, 1951, the librarian presented a report on the overdue book situation, describing the measures taken to get the books back, the remaining large number of delinquent borrowers, and possible action before a Justice of the Peace. The Board discussed the whole problem at length.

Finally, on motion of Mr Flinn, seconded by Mr Young it was

RESOLVED, That the library use all proper measures to secure the return of overdue books, and that after all proper measures have been exhausted it charge off as "bad debts" the borrowers who will not return books; and that for the time being the library delay court action until such time as it has found and exhausted all proper means for securing the return of books.

Also on motion of Mr Flinn, seconded by Dr Pianfetti it was

RESOLVED, That the problem of overdue books be referred to the Book Committee, and that said committee present its recommendations at the November Board meeting.

The librarian discussed certain personnel problems stating that he had requested and received the resignation of Miss Jane Brand, Head of the Reference Department.

On motion of Dr Pianfetti, seconded by Mr Flinn it was

RESOLVED, That the resignation of Miss Jane Brand be accepted effective January 1, 1952.

Mr Flinn explained that the public library was not included among the projects for the school building bond issue to be voted upon in November. He said the proceeds of the sale of the bonds would not cover all of the emergency building requirements, not to mention other needs; and that the Board of Education felt that the library is not in an emergency category. Mr Flinn pointed out that if the proposed bond issue is carried, it will not be unlikely that the Board of Education will be able to provide, out of the larger annual sums then available for maintenance purposes, annual sums of money which can be used for the gradual alteration and improvement of the library building.

The librarian invited Board members to attend the annual meeting of the West Virginia Library Association to be held at West Virginia State College, Institute, Friday and Saturday, October 19-20, in connection with the dedication of the college's new library.

The librarian reported the following salaries and salary changes which he stated are in accord with the salary scale:

1. Mr Will Brown, substitute janitor, is to be paid for 3 days' of services in September, 1951, at a monthly rate of $170.

2. Mr Thomas DeLauder, temporary truck driver, is to be paid for 1 day's of services during October 1951, at a monthly rate of $185.

3. The resignation of Mr Thomas Chandler, page, effective October 1, 1951.

4. The employment of Mr Frank Peckham, page, effective October 1, 1951.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

MINUTES OF A MEETING

OF THE BOOK COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

October 15, 1951

A meeting of the Book Committee of the Library Board was held on October 15, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Hanson, Chairman
Mrs Brown
Dr Cook
Dr Riggleman

The librarian acted as secretary and reported that a quorum was present.

Mr Hanson summarized the situation in respect to long overdue books as reported by the librarian at the regular board meeting on October 5, 1951. He analyzed the problem into two parts: (1) the question of the method to be followed in securing the return of overdue books; (2) the prevention of delinquency, especially repetition by the same individuals, in the future.

In respect to point one, reluctance to sue borrowers was discussed. It was suggested that the exact method of securing these overdue books might be conditioned by exactly who the borrowers were and exactly what books they held. On motion of Dr Riggleman, seconded by Mrs Brown it was

RESOLVED, That the librarian select from the list of overdue books the ones he deems of particular importance as to intrinsic value, utility or cost; and that he present this list to the Book Committee at its next meeting for further consideration.

Regarding point two the librarian reported that a more adequate means of control of delinquent borrowers were being studied and expressed

confidence that a satisfactory system could be worked out.

The meeting was adjourned until November 2, 1951 at 3:30 p.m..

Chairman

Robert North, Jr.
Secretary

MINUTES OF A MEETING

OF THE BOOK COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

November 2, 1951

A meeting of the Book Committee of the Library Board was held on November 2, 1951, at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mr Hanson, Chairman
Mrs Anderson
Mrs Brown
Dr Cook

The librarian acted as secretary and reported that a quorum was present.

The librarian presented a file of cards on individual's withholding two or more books long overdue. Examination of the cards showed no books of unusual value, the most expensive being $10.37 and virtually all of them replaceable. The problem was clearly one of quantity rather than quality. Discussion indicated that this sizeable group would offer a good experiment for collection. On motion of Mrs Anderson, seconded by Colonel Phillips it was

RESOLVED, That the following recommendations be presented to the Library Board:

1. That the librarian be authorized to employ someone to collect library books overdue from January 2, 1950 through August 31, 1951, by the best possible means; and that the librarian report the results of this effort to the Library Board.

2. That the names and addresses of borrowers holding long overdue books be posted in a conspicious public place in the library.

3. That the borrowing privilege of said borrowers be withheld.

The librarian reported that he had ordered a visible file for the purpose of posting at the charging desk records for the control of delinquent borrowers.

There being no further business, the meeting on motion adjourned.

Chairman

Robert Wartheg

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

November 2, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 2, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Vice-President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Colonel Phillips

In the absence of the President, Judge Hudson presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on October 5, 1951, were corrected and approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of October which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 274, 275, 276, and 277) and Colonel Phillips moved, Mrs Brown seconding, that the bills be approved by the Library Board and transmitted to the Board of Education

for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian presented recommendations of the Book Committee about overdue books, namely, that an attempt be made to collect certain books, that the names and addresses of delinquent borrowers be publicly posted, and that the borrowing privilege be withheld from these borrowers.

Each recommendation was discussed and on motion of Mrs Anderson, seconded by Colonel Phillips it was

RESOLVED, That the librarian be authorized to employ someone to collect library books overdue from January 2, 1950 through August 31, 1951, by the best possible means; and that the librarian report the results of this effort to the Library Board.

RESOLVED, That the names and addresses of borrowers holding long overdue books be posted in a conspicious public place in the library.

RESOLVED FURTHER,
That the borrowing privilege of said borrowers be withheld.

By direction of a resolution of May 4, 1951, the librarian took steps to ascertain the legal power of the Library Board to sell or exchange books owned by the library. A letter dated October 25, 1951, from Mr W. W. Trent, state superintendent of free schools to Mr Flinn about (1) the sale of the public library books and (2) paying expenses of applicants for interviews was read, as follows:

"As the books in the Kanawha County Public Library belong to the Kanawha County Board of Education the books in the library may be disposed of by the County Board of Education. In my thinking, the Board should order certain books destroyed and sell such other books as members wish to dispose of.

The Board may wish to dispose of books on the recommendation of the Library Board but the sale and disposal of the books should be authorized by the County Board of Education.

You asked in your letter "could there be a reasonable allowance for such administrative expenses (paying expenses of applicants for interviews)" The last Legislature passed a bill saying:

> 'It shall be lawful for the governing board of any institution of higher education to authorize the payment of traveling expenses incurred by any person invited to visit the campus of such institution to be interviewed concerning his possible employment by such governing board, but it shall be unlawful for the auditor to issue his warrant in payment of any claim for such expenses unless the state auditing board of traveling expenses authorized the trip in advance and subsequently approved the claim'.

I find nothing whatsoever that authorizes paying of such expenses by county boards of education.

Very truly yours

W. W. TRENT /s/

W. W. Trent
State Superintendent of Free Schools

Discussion on the sale of books centered around the practical need for the Library Board to have a general authorization from the Board of Education to carry out the sale and other disposal of books.

On motion of Colonel Phillips, seconded by Mr Hanson, it was

RESOLVED, That the librarian discuss with the proper representative of the Board of Education a grant of authority by the Board of Education to the Library Board for the sale or exchange of such books and related materials as the Library Board from time to time deems advisable and in the best interests of the public library service.

The librarian reported the following personnel and salary changes which he stated are in accord with the salary scales:

Name	Date Effective	Position	Monthly Salary
Employments			
Everett Roush	Nov. 1, 1951	Page	$50.70

Name	Date Effective	Position	Salary
Resignations			
David Freeman	Oct. 31, 1951	Page	$50.70
Routine Salary Changes			
Mrs Mary Tatterson	Nov. 1, 1951	Head, Circ. Dept	9.00 mo. incr.
Miss Lillian Thompson	Nov. 1, 1951	Clerk Assistant	4.00 mo. incr.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

December 7, 1951

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 7, 1951, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Colonel Phillips
Dr Painfetti
Mr Young

Mr Ray, the president, presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on November 2, 1951, were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of November which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The report included information on pests in the library and a contract with the Orkin Exterminating Company, Inc., for their eradication. It was the opinion of those present that the librarian should write a letter to the said Company stating that the Library Board reserves the right to change or cancel the

present contract if and when it seems desireable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 278 and 279) and Mr Young moved, Colonel Phillips seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, and a majority voting in favor thereof the motion was adopted, and the librarian was directed to forward the bills in the usual manner.

The librarian reported that the custom was to close the library at 1:00 p.m. the days before Christmas and New Year's. Since these fall on Monday this year, he recommended closing December 24 all day and December 31 at 6:00 p.m.

On motion of Colonel Phillips seconded by Mrs Anderson it was

RESOLVED, That the library be closed December 24, 1951 all day, and December 31, 1951 at 6:00 p.m.

The librarian reported on the need for additional assistance for the janitors in keeping the building clean, arising from the use of more space and the quantity of dust getting into the building. On the basis of the number of rooms, wash rooms, hours open, and present janitorial staff it was recommended by the Director of Maintenance of the Kanawha County Schools that two "sweepers" be employed thee hours a day each for the purpose of dusting and cleaning. This recommendation was presented by the librarian.

The Board discussed the proposal and other possibilities and

then deemed it advisable to try one sweeper for a three-month trail period.

On motion of Colonel Phillips, seconded by Mr Hanson, it was

RESOLVED, That one sweeper be employed to work 18 hours a week, at the Board of Education's wage rate for such work; and be it

RESOLVED FURTHER, That the librarian report the results after three months, and that the question of sweepers be discussed again at that time.

The librarian reported the following personnel and salary changes effective December 1951 which he stated are in accord with the salary scales:

Name	Date Effective	Position	Monthly Salary
Employments			
Will Brown	Dec. 3-7	temporary driver	$185 rate
Thomas DeLauder	Dec. 10-11 (1½ days)	temporary driver	$185 rate
Transfers and Promotions			
George L. Williams	Dec. 1	Head, Ref. Dept.	$256.55
Salary Changes			
Wanna Lee Adkins	Dec. 1	Clk. Assist.	$4.00 mo. incr.
Frances Alderson	Dec. 1	Head, Ext. Dept.	$6.00 mo. incr.
Mrs Margaret Hilliard	Dec. 1	Ln. Assist.	$9.00 mo. incr.
Salary Changes for Extra Services in December 1951 only:			
Linda Jo Dugan	9 hours at 65¢	Page	$5.85 amount
Mary Rengil	9 hours at 65¢	Page	$5.85 amount
George L. Williams	Dec. 6,13,20, 27	Head, Ref. Dept.	at $256.55 mo rate

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

January 4, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 4, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Vice-President
Mrs Anderson
Mrs Clark
Mr Dickinson
Mr Flinn
Mr Hanson
Colonel Phillips
Dr Riggleman

In the absence of the President, Judge Hudson presided. The librarian acted as secretary of the meeting.

The secretary reported that a quorum was present.

The minutes of the meeting on December 7, 1951, were approved.

The chairman called for the librarian's report. The librarian presented his report covering the month of December which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 280 and 281). A motion by Mr Hanson, seconded by Colonel Phillips, was carried, approving the bills and their transmittal to the Board of Education for payment.

Regarding the question of the sale of books by the library, on motion of Mr Flinn, seconded by Dr Riggleman, and unanimously carried, it was

RESOLVED, That the Library Board request the Board of Education of the County of Kanawha to adopt the following resolution:-

"RESOLVED, That the Library Board of Kanawha County Public Library be, and hereby is, authorized and directed by the Board of Education of the County of Kanawha to sell, exchange, or otherwise dispose of old, worn out, or unneeded books; and,

"RESOLVED FURTHER,
That the proceeds of such sales be a revolving fund, which may be drawn upon by Kanawha County Public Library at its convenience to supplement the amount of money in its book fund."

Mr Flinn informed the Board that the sale of such books by the Board of Education was delegated to one of its staff, and suggested that the Library Board delegate this function to the librarian, in the event the Board of Education adopts the foregoing resolution.

After a discussion of the overdue book project, on motion of Mr Flinn, seconded by Dr Riggleman, it was

RESOLVED, That the librarian be requested to draw up, at his convenience, for the Library Board's consideration an administrative policy, (i.e., rules and regulations) for the administration of book circulation, covering such items as borrowing, fines, withdrawal of privileges, and related matters.

The librarian reported the following personnel and salary changes effective January 1952, which he stated are in accord with the salary scales:

Name	Date Effective	Position	Monthly Salary
Employments			
Michalina Ptasznik	Jan. 1	Sweeper	$ 66.55
Charles A. Loudermilk, Jr.	Jan. 1	Librarian Assistant Reference Dept.	250.55
Thomas DeLauder	Jan. 8 (1 day only)	Temporary driver	185.55
Resignations			
Frances Dillinger	Dec. 31,'51	First Clerk Assistant Extension Dept.	156.55

Name	Date Effective	Position	Monthly Salary
Salary Changes			
Mary Lou Bryan	Jan. 1	Clerk Assistant Circulation Dept.	4.00 mo. incr.
Robert F. Simmons	Jan. 1	Librarian Assistant Circulation Dept.	9.00 mo. incr.
Transfers and Promotions			
Betty Jane Thomas	Jan. 1	From Acting First Clerk Assistant to First Clerk Assistant	146.55

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

February 8, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on February 8, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Clark
Dr Cook
Mr Dickinson
Mr Flinn
Mr Pianfetti

Mr Ray, the president, presided. The librarian acted as secretary of the meeting. The secretary reported that a quorum was present.

The minutes of the meeting on January 4, 1952 were approved.

Librarian's Report. The chairman called for the librarian's report. The librarian presented his report covering the month of January which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable. This report included comments on the bookmobile's work. At Mr Dickinson's suggestion the president requested the librarian to submit a report, at the next meeting if possible, about the possibility of increasing bookmobile service already in the Campbell's Creek area.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 282 and 283). A motion by Mr Flinn, seconded by Dr Cook, was carried, approving the bills and directing their transmittal to

the Board of Education for payment.

Sale of Books. The president reported that the Board of Education, at its meeting January 10, 1952 adopted the following resolution:

> "RESOLVED, That the Library Board be, and hereby is, given authority by the Board of Education of the County of Kanawha to sell or otherwise dispose of old, worn-out, or unneeded books, and that the proceeds of such sales be considered as a revolving fund which may be drawn upon at the public library's convenience to supplement annually the amount of money in the public library's book fund."

The disposal of old, worn-out or unneeded books was then discussed. On motion of Mr Flinn seconded by Mr Pianfetti and unanimously carried, it was

> RESOLVED, That pursuant to authority given by the Board of Education old, worn-out books, and books not needed by the Kanawha County Public Library be sold or otherwise disposed of from time to time when the librarian shall so recommend; and,
>
> RESOLVED FURTHER, That before selling or otherwise disposing of such books, the librarian shall prepare lists of the books which he recommends for sale or disposal and submit such lists to the Library Board and obtain the approval of the Library Board before consummating the transactions; and,
>
> RESOLVED FURTHER, That the librarian be, and hereby is, authorized to sell or otherwise dispose of the books on the approved lists in the manner he deems of best advantage to the library, with due regard for administrative economy and the interests of other West Virginia libraries, unless otherwise expressly directed; and,
>
> RESOLVED FURTHER, That the proceeds of such sales be paid over to the Board of Education and be a revolving fund to supplement the book fund of the Kanawha County Public Library as authorized by the Board of Education.

In accordance with the above, the librarian presented List of Worn-out or Unneeded Books No. 1, and recommended that the books listed

thereon be sold, reporting that an offer to buy the items had been made by a dealer. On motion of Dr Cook, seconded by Mrs Anderson, and carried, it was

RESOLVED, That the books on List of Worn-Out or Unneeded Books No. 1 be sold or otherwise disposed of, in the manner prescribed earlier in this meeting; and,

RESOLVED FURTHER, That the books on this particular list first be offered to West VirginiaUniversity Library at the same prices as offered by the dealer.

Saturday Closing Time. By resolution September 7, 1951, the Board authorized the library to be closed at 6:00 o'clock p.m. for a six-month experimental period and requested a report on this action. The librarian reported that no expressions of inconvenience to the public had been received, that the extra staff time made available was used during busier times in the week to improve service, and recommended continuance of this closing hour. On motion of Mr Flinn, seconded by Mrs Clark and carried, it was

RESOLVED, That the closing time of the Kanawha County Public Library on Saturdays be 6:00 o'clock p.m.

Overdue Books. The librarian presented a report summarizing the work and its results on the problem of overdue books. The report was received and ordered filed.

Budget - Transfer of Funds. The librarian proposed that the unspent portion of the budget item for salaries, estimated at $2500 more or less, be used for building, equipment and bookbinding. The installation of new lighting fixtures in the reference department was cussed.

On motion duly made and carried the installation of new lighting fixtures in the reference department was referred to the Building Committee with authority to have the work done, provided the cost thereof

does not exceed approximately $1300.

On motion duly made and carried the librarian was authorized to spend the balance of said fund for bookbinding and for the purchase of catalog cases, book trucks, furniture, and such other equipment as the librarian may in his discretion deem most needed to improve the work of the library.

The librarian reported the following personnel and salary changes effective February 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Employments			
Ray Edgar Harrison	Feb. 1	Page	50.70
Earl Price Barker	Feb. 4, 5, 6, 7, 8, 9 only	Substitute Bookmobile driver	185.00 mo. rate
Thomas DeLauder	Feb. 4, 5, 26 ($\frac{1}{2}$) ($2\frac{1}{2}$ days only)	Temporary truck driver	185.00 mo. rate
Marcella L. Kramer	Feb. 16	Librarian Assistant Catalog Dept.	250.55 mo. rate
Salary Changes			
Patricia Dawson	Feb. 1	Clerk Assistant Catalog Dept.	5.00 mo. incr.
Lillian Thompson	to be paid for 22 days	Clerk Assistant B&G Dept.	150.55 mo. rate
Dorothy Twohig	to be paid for 20 days	Clerk Assistant B&G Dept.	164.55 mo. rate

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Robert Nauth, Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

March 7, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on March 7, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Mr Dickinson
Mr Flinn
Judge Hudson
Mr Kleeman
Colonel Phillips
Mr Pianfetti

Mr Ray, the president, presided. The librarian acted as secretary of the meeting. The secretary reported that a quorum was present.

The minutes of the meeting on February 8, 1952, were approved.

Librarian's Report. The chairman called for the librarian's report. The librarian presented his report covering the month of February which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 284 and 285). A motion by Judge Hudson, seconded by Mr Kleeman, was carried, approving the bills and directing their transmittal to to the Board of Education for payment.

Deposit Collections. Discussion of the librarian's report respecting work of the Extension Department led to the following action moved by Mr Flinn, seconded by Mr Kleeman and carried:

> RESOLVED, That the public librarian be directed to make a survey, with the cooperation of the Superintendent of Schools' office and report to the Library Board at his convenience what services of the Public Library the public schools desire and could profitably use.

Sale of Books. List of Unneeded Books No. 2 was presented for approval according to procedure established by the Board February 8, 1952. The following motion to modify this procedure was made by Judge Hudson, seconded by Colonel Phillips, and carried:

> RESOLVED, That copies of lists of unneeded books to be sold from time to time be sent to Board members at least one week in advance of the meetings at which the lists will be presented for approval.

Government Documents Depository. The librarian presented a written report concerning designation of the library as a federal government document depository pointing out advantages of depository status to the community and recommending that formal application be made. On motion of Mr Kleeman, seconded by Mrs Brown, it was voted that

> WHEREAS, The Honorable Harley M. Kilgore, Senator from West Virginia, has named the Kanawha County Public Library as a designated depository library to receive certain United States government publications; and
>
> WHEREAS, Being a depository would enable the library to give better service to its community and would increase the availability of federal publications in the area; and
>
> WHEREAS, The facilities of the Library are such that it can undertake to administer and service the materials it selects to receive; therefore be it

RESOLVED, That the Kanawha County Public Library formally apply to the Superintendent of Documents for listing as a depository library; and

RESOLVED FURTHER,
That the Library Board express its thanks to Senator Kilgore for his interest in securing the designation.

St. Albans Public Library. The librarian reported the recent progress of the St. Albans Public Library, their aim to open June 1, and the question of our assistance. The following motion of Colonel Phillips seconded by Mr Dickinson was carried.

WHEREAS, It is the purpose of the Kanawha County Public Library to further the development of public library service throughout the county; be it

RESOLVED, That the Public Library give all the help possible, with due regard to its present staff and facilities, to aid the St. Albans Public Library, Inc., including, but not limited to, the following:

1. Advice and consultation on questions of library service, organization, and equipment.

2. Supply of a deposit collection.

3. Arrange system for registering borrowers and issuing cards.

4. Arrange system for recording and reporting circulation.

A.L.A. Convention, New York, June 29-July 5. On recommendation of the librarian the following motion by Mr Pianfetti, seconded by Mr Kleeman was carried:

RESOLVED, That the librarian's expenses be paid for attendance at the American Library Association Convention in New York; and that $75 be paid toward the expenses of each of other members of the staff, not exceeding three, for attendance at the convention.

The librarian reported the following personnel and salary changes effective March 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Salary Changes			
Eunice Johnson	March 1	Clerk Assistant Circ. Dept.	$.2.50 mo. incr.
Lillian Thompson	to be paid for 23 days	Clerk Assistant B&G Dept.	150.55 mo. rate
Dorothy Twohig	to be paid for 21 days	Clerk Assistant B&G Dept.	164.55 mo. rate
Resignations			
Patricia Dawson	March 24	Clerk Assistant Cat. Dept.	160.55 mo. rate

On motion duly made, seconded, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Robert Vaith, Jr.
Secretary

MINUTES OF A MEETING

OF THE BUILDING COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

March 14, 1952

A meeting of the Building Committee of the Library Board was held on March 14, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present: Dr Cook, Chairman, and Mr Kleeman. The librarian acted as secretary.

The Committee met pursuant to a resolution of the Library Board of February 8, 1952 to consider installation of new lighting in the reference room. The librarian presented a plan which included the purchase of fixtures by the library at $825.12 from the Lustra Corporation of America, plus installation by Schoolfield-Harvey at $136 or Ostrin Electrical Company at $150. The Schoolfield-Harvey bid being the lower, the committee decided to accept it and to start the work immediately.

There being no further business the meeting was adjourned.

Chairman

Robert Nauth Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

April 4, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 4, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs Anderson
Mr Dickinson
Mr Hanson
Judge Hudson

In the absence of the president, Judge Hudson presided. The librarian acted as secretary of the meeting and reported that a quorum was present.

The minutes of the meeting on March 7, 1952 were approved.

Librarian's Report. The chairman called for the librarian's report. The librarian presented his report covering the month of March which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 286 and 287). A motion by Mrs Anderson, seconded by Mr Dickinson was carried, approving the bills and directing their transmittal to the Board of Education for payment.

Campbell's Creek. The librarian presented a report on library service to the Campbell's Creek area which Mr Dickinson had requested at the February meeting.The report was discussed and ordered received, and filed.

Duster (formerly called Sweeper). The librarian reported on the employment and work of a duster as authorized by the Library Board December 7, 1951 for a trial period. He recommended that this position be made permanent and that the employment of a second duster be deferred pending a better solution for the work of vacuum cleaning books. On motion of Mr Dickinson, seconded by Mr Hanson and carried, it was

RESOLVED, That the employment of one duster as authorized December 7, 1951 for a trial period be continued on a permanent basis.

Public List of Delinquent Borrowers. On recommendation of the librarian, Mr Dickinson moved, Mr Hanson seconded the following motion which was carried.

WHEREAS, The publicly posted list of delinquent borrowers is ineffective in securing the return of books and the payment of indebtness to the library; and the official delinquent file at the charging desk is fully effective for this purpose, as well as preventing repetition of delinquency, therefore be it

RESOLVED, That the public posting of names and addresses of delinquent borrowers, authorized November 2, 1951, be discontinued.

Election of Board Members for Terms July 1, 1952 - June 30, 1953. The librarian reported that membership terms on the Library Board would expire June 30, 1952 for John V. Ray, Arthur Hanson, John A. Pianfetti. On motion of Mr Dickinson, seconded by Mrs Anderson and carried, it was

RESOLVED, That John V. Ray and Arthur Hanson, both of Charleston, and John A. Pianfetti, of South Charleston, be nominated for re-election to the Board of Directors of the Kanawha County Public Library for regular terms beginning July 1, 1952 and ending June 30, 1958; and that said nominations be sent to the Board of Education with the recommendation that the nominees be elected.

List of Unneeded Books #2. On motion of Mr Hanson, seconded by Mrs Anderson and carried, it was

RESOLVED, That approval of List of Unneeded Books #2 (Prichard Collection) be postponed.

List of Unneeded Books No. 3. On motion of Mr Hanson, seconded by Mr Dickinson and carried, it was

RESOLVED, That List of Unneeded Books No. 3 be approved for disposal in accordance with resolution of the Board of February 8, 1952.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective April 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Salary Changes			
Charles A. Loudermilk, Jr	April 1	Librarian Assist. Ref. Department	$9 mo. incr.
Betty Jane Thomas	April 1	First Clerk Assist. Extension Dept.	$5 mo. incr.
Lillian Thompson	to be paid for 23 days	Clerk Assistant B&G Dept.	$150.55 mo. rate
Dorothy Twohig	to be paid for 21 days	Clerk Assistant B&G Dept.	$164.55 mo. rate
Appointments			
Mrs Camellia Barefield	April 1	Clerk Assistant Circ. Dept.	136.55 mo. rate

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

May 2, 1952

The annual meeting of the Board of Directors of the Kanawha County Public Library was held on May 2, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Dickinson
Mr Flinn
Mr Hanson
Judge Hudson
Colonel Phillips
Mr Pianfetti
Mr Young

Mr Ray, the president, presided. The librarian acted as secretary of the meeting. The secretary reported that a quorum was present.

The minutes of the meeting on April 4, 1952 were approved.

Librarian's Monthly Report. The librarian presented his report covering the month of April which report was accepted and ordered filed, and the librarian was directed to publish such parts as he might deem desirable.

Librarian's Annual Report. The librarian presented his Annual Report for the period May 1, 1951-April 30, 1952, and read excerpts from it. On motion of Mr Dickinson, seconded by Colonel Phillips and carried it was

RESOLVED, That the Annual Report be accepted and filed as a part of the minutes of the annual meeting and that copies thereof be transmitted to the Board of Education, and to each member of the Board individually, and to each member of the Library Board and that the librarian submit such portions thereof as he deems advisable to the newspapers for publication; and,

RESOLVED FURTHER,
That decision to print the report be left to the librarian and the president of the Board together.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 288 and 289). A motion by Mr Flinn, seconded by Judge Hudson was carried, approving the bills and directing their transmittal to the Board of Education for payment.

Board Members. The librarian read a letter from Mr Virgil L. Flinn stating that the Board of Education at its meeting April 17, 1952 re-elected Messrs. John V. Ray, Arthur Hanson, and John Pianfetti to the Library Board for six year terms beginning July 1, 1952.

Garnet Branch Librarian Resigns. The librarian presented a letter from Mrs Jamie R. Graham, Librarian Garnet Branch Library, resigning her position. On motion of Mr Flinn seconded by Mr Dickinson, it was

RESOLVED, That the resignation of Mrs Jamie R. Graham, Librarian Garnet Branch Library be accepted; effective July 1, 1952 and be it

RESOLVED FURTHER,
That the Library Board hereby recognize her excellent work during her tenure and express its appreciation to her by a copy of this resolution.

List of Unneeded Books No. 2 was submitted for approval. After a review and discussion of the gift of the children of Armstead Mead

Prichard, on motion of Dr Cook, seconded by Colonel Phillips, and carried it was

RESOLVED, That the books on List of Unneeded Books No. 2 desired by the West Virginia Archives and History Department be given to it with the exception of Burk's, History of Virginia which is hereby offered for $50; and be it

RESOLVED FURTHER, That the remainder of the list be offered to the West Virginia University Library for selection of titles needed and that these titles be donated to said library; and be it

RESOLVED FURTHER, That these libraries be requested to indicate in each book that it is a gift of Lydia Prichard Martin, Armstead Mead Prichard, Jr., Betty Jacqueline Prichard Kasper in memory of their parents Armstead Mead Prichard, and Betty Robson Prichard; and be it

RESOLVED FURTHER, That the books then remaining on said List No. 2 be offered for sale to a dealer in accordance with this Board's resolution on the sale of books adopted February 8, 1952.

Garnet Branch Librarian's Appointment. The librarian presented an application from Mr Richard D. Hobson for position of librarian of Garnet Branch Library, and a letter dated April 30, 1952, from Mrs Jamie R. Graham stating that the Garnet Branch Library unanimously recommended Mr Hobson. After a review of his qualifications and experience, on motion of Mr Dickinson, seconded by Mr Hanson, and carried it was

RESOLVED, That Mr Richard D. Hobson be elected librarian of Garnet Branch Library effective September 1, 1952.

Election of Officers for 1952/53. The president turned the chair over to Mr Flinn who called for nominations for president and vice-president. On motion of Mr Dickinson seconded by Dr Cook it was

unanimously carried and

RESOLVED, That Mr John V.Ray be elected president, and Judge Arthur P. Hudson be elected vice-president and Mr Robert North, Jr be elected secretary for the term May 1, 1952-April 30, 1953.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective May 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Appointments			
Thomas DeLauder	May 15, 16, 20, 22, 23 (5 days only)	Temporary Truck Driver	$185.00 mo. rate
Salary Changes			
Mrs Helen Miller	May 1	Librarian Assistant Circulation Dept.	9.00 mo. incr.
Phyllis Joan Hudnall	May 1	Clerk Assistant Catalog Dept.	5.00 mo. incr.
Charles F. House	May 1	Bookmobile Driver Catalog Dept.	2.50 mo. incr.
Lillian Thompson	to be paid for 23 days	Clerk Assistant B&G Dept.	150.55 mo. rate
Dorothy Twohig	to be paid for 21 days	Clerk Assistant B&G Dept.	164.55 mo. rate

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

Librarian Applies for Position in Buffalo, New York. The librarian reported that he had accepted an invitation to apply for the position of Second Deputy Director, Erie County Public Library, Buffalo, New York, and that it would be a month or six weeks before definite word would be known about the appointment. On motion of Mr Flinn, seconded by Mr Young and carried, it was

RESOLVED, That the president appoint a committee of board members, with himself as chairman, to make such investigations and take such other steps as are proper to effect the appointment of a successor to Mr North as librarian of the Kanawha County Public Library, should the necessity arise.

There being no further business, the meeting on motion adjourned.

President

Secretary

Books for Everyone
Annual Report
1951-1952

Kanawha County Public Library
CHARLESTON, WEST VIRGINIA

THE AMERICAN HERITAGE

Kanawha County Public Library
Charleston, West Virginia

The AMERIC

The Age of Jackson — Schlesinger

The author shows the struggles among those holding different political and economic views before, during, and after Jackson's administration.

The American Mind — Commager

An interpretation of American thought and character through seventy years of development which aids the modern reader to understand present problems.

And Keep Your Powder Dry — Mead

Discussion of what anthropology as a science can offer to help in the fight for a brighter future. American character is outlined against a background of other cultures.

Being an American — Douglas

A collection of addresses brought together into a book. "A consistent and strong devotion to one major ideal: democracy, equality, freedom and justice."

Constitutional Problems under Lincoln — Randall

A comprehensive study of the relation of constitutional theory to administrative practice in the crisis of 1860.

Cornerstones of Religious Freedom in America — Blau

A collection of carefully edited documents and statements of public-spirited men, which testify to fundamental American principles.

HERITAGE

The Declaration of Independence and What It Means Today — Dumbauld

The various texts and the adoption of the Declaration of Independence are discussed briefly. Each passage is treated separately and the various interpretations by the Supreme Court through the years are discussed.

The Democratic Spirit — Smith

A collection of American writings from the earliest times to the present day.

The Gentleman in America; A Literary Study in American Culture — Cady

Gives a better understanding of the working relations among ideas, culture and literature in America.

The Great Rehearsal — Van Doren

A story of the making and ratifying of the Constitution and of its relation to the American way of life.

John Adams and the American Revolution — Bowen

A study of a great man against a background of a crucial time in our history.

The Growth of American Thought — Curti

An account of the growth of the thought of American people from Jamestown to Pearl Harbor as shaped by various factors and forces.

Main Currents in American Thought Parrington

An original interpretation of the more influential tendencies in American thought and sentiment from colonial days to the outbreak of the Civil War.

The Role of the Supreme Court in American Government and Politics 1789-1835 Haines

Deals primarily with the personal beliefs and political attitudes which influenced the early justices of the Supreme Court of the United States in their decisions and opinions involving government policy and individual rights.

This Was America Handlin

True accounts of people as recorded by European travelers to America in the eighteenth, nineteenth and twentieth centuries.

The Wilson Era, Years of War and After 1917-1923 Daniels

The author gives Wilson's account of his struggles during the war and his aims to achieve peace.

Compiled by the
Seattle Public Library to
observe the 75th anniversary
of the American Library Association

By Sturgis

KANAWHA COUNTY BOARD OF EDUCATION

Charles P. McCabe, *President*

Herbert M. Beddow
John H. Bonham
Henry R. Glass
L. S. McDaniel

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KANAWHA COUNTY PUBLIC LIBRARY

Board of Directors

John V. Ray, *President*

Arthur P. Hudson, *Vice-President*

Mrs. Wilson Anderson
Mrs. Benj. B. Brown
Mrs. Walter E. Clark
Roy Bird Cook
C. C. Dickinson, Sr.
Virgil L. Flinn
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John A. Pianfetti
Col. W. C. Phillips
Leonard S. Riggleman
Mrs. H. D. Rummel
Donald C. Shonk
Robert L. Sibley
John A. Young

Robert North, Jr., *Librarian and Secretary of the Board*

LIBRARY STAFF

Professional

Frances Alderson
Wilma G. Brown
Jane Brugger
Mrs. Jamie R. Graham
Joanne Greenspun
Mrs. Margaret H. Hilliard
Marcella Kramer
Chas. A. Loudermilk
Mrs. Helen B. Miller
Robert F. Simmons
Mrs. Mary Tatterson
George Williams

Non-Professional

Wanna Lee Adkins
Lorena Ammar
Mrs. Camellia Barefield
Mary Lou Bryan
Isabelle Cline
Betty Ann Dawson
Caroline Diederichs
Charles F. House
Joan Hudnall
Mrs. Lucretia Null
Mrs. Laverta Spurlock
Betty Jane Thomas
Lillian Thompson
Dorothy Twohig
Georgia Tyree
Barbara Ward

Janitors

Donald Chambers
Paul Coleman
Michalina Ptasznik

10 additional part time.

Annual Report, 1951-1952

To the Board of Directors of the Kanawha County Public Library: the librarian's annual report for the period May 1, 1951, to April 30, 1952, is herewith submitted:

Use of the Public Library

491,123 books were read by people of Kanawha County during the past year. This gain of 3.3 per cent over the previous year is the net result of a 6 per cent decrease in adult circulation and a 7 per cent increase in the circulation of children's books. The year's work indicates a leveling off and a shifting, and suggests a glance back over the years of rapid circulation growth to see just what is going on. Juvenile book use has increased fast in recent years while adult book use has grown rather slowly.

Figures for the last decade show that adult circulation gained only 13 per cent and is, in fact, 11 per cent lower than it was in its peak year of 1946/47. Juvenile circulation has skyrocketed by 633 per cent, or 48 times faster. The following table shows this clearly.

TABLE I. A Decade of Book Circulation

	Adult	*Juvenile*	*Total*
1941/42	119,420	48,629	168,049
1946/47	150,506	174,241	324,747
1951/52	135,541	356,582	491,123
10-year increase	13%	633%	192%

Ten years ago children read 29 books out of each hundred borrowed, but today they read 73! On the other hand adults used to read 71 volumes but now borrow only 27 out of every hundred loaned. Table II presents this turnabout.

TABLE II. Ratios of Adult and Juvenile Book Circulation

	1941/42	1946/47	1951/52
Adult	119,420— 71%	150,506— 46%	134,541— 27%
Juvenile	48,629— 29%	174,241— 54%	356,582— 73%
Total	168,049—100%	324,747—100%	491,123—100%

This is not as surprising as it may sound because of a basic consideration, namely, the means of distribution. The main library and the bookmobile were both functioning ten years ago very much as they do today. There has been little change in the distribution of library service for adults. Therefore increase in that category occurs only with increase in population sufficiently near-by for easy access, and with a growing realization that the public library has something of value.

At the same time urban congestion, high employment and plenty of spending money conspire to hold down library use. This is the usual experience in many cities. Indeed some good library systems show considerable decreases in recent years. The composite circulation of 36 public libraries in Illinois is 23 per cent below that of 1939. Kanawha County Public Library's circulation on the other hand is nearly triple that of 1939/40, 190 per cent more to be exact, but recently it has levelled off at the main library and on the bookmobile.

Deposit Collections

A new means of distributing children's books has caused the growth in their circulation. Deposit collections, small groups of carefully selected, graded, general reading were placed in elementary school class rooms outside the city as a way to overcome crowding on the bookmobile and to secure more outlets. In 1944/5, the first full year of deposit collections, 389 books were reported read. This year the count is 105,062 from 470 deposits. The collections have increased in number and now reach about 8,000 children.

The deposit collections are paralleled by the teachers' collections, borrowed by teachers for shorter periods, usually in connection with specific school work. They offer the same advantage in distribution and report rather high reading rates. These new means of distribution have tapped a very large market, one quite past us to satisfy.

Adult Circulation

In contrast to children's circulation, adult circulation, virtually all from the old established outlets, has actually reached a standstill. New outlets would increase it. In 1948 the Library Board approved a plan for an additional bookmobile but financially it has not been possible to carry it out.

With branches or more bookmobiles many more people, both children and adults, could be reached, and progress could be made in supplying them with an important means of greater personal development and enrichment.

Our appropriations from the Board of Education are definitely limited. Before going further with the deposit collections, and in view of the impasse in adult work a critical reappraisal is needed of our objectives, of our resources, and of our methods. The Library Board has already requested a survey of the deposit collections. But new means of reaching adults must also be found. And there are some possibilities for accomplishing this.

Book Collection

Volumes added to the library numbered 14,329. After subtracting 6,280 withdrawals for discard and loss, there was a net gain of 8,049, bringing the total collection to 139,569 volumes. Other additions included 1,554 pictures and 1,280 pamphlets. Pamphlet withdrawals came to 699.

This year the Reference Department has benefited from standing orders placed for serial publications the previous year. An increased number of annuals, yearbooks, directories, and similar serial publications had been put on standing order so that they would be received promptly upon publication

without special ordering. In this way none of them are overlooked. Some standing orders are placed for editions every second or third year. This method will be applied to many similar works in the Circulation Department, as soon as the orders are prepared.

Increased competition in the book trade has enabled us to secure larger discounts from a few publishers willing to sell directly to libraries than we could secure through our jobbers.

An increased amount of prebinding of children's books at a flat price regardless of size will save some money on the much more expensive rebinding, as well as the time necessary to process rebinding.

At present the library receives 409 periodicals of which 80 are gifts, and 18 newspapers of which four are gifts. Forty-four specialized services in investment, taxation, law, indexing, bibliography and other fields are included among the periodicals.

Federal Document Depository

In April the library became an official depository for federal government publications under a law which provides for the deposit of government documents to various libraries to increase their availability. The library was named to the last vacancy in the depository list for West Virginia. Because many libraries cannot cope with the entire published output of the government and to prevent waste, depositories may select to receive only what they can properly handle.

We have selected those items which will be of most use to the library's clientele and which can be readily processed, housed and serviced. They include the following: annual reports of various agencies, statistics, bibliographies, directories, codes of laws and regulations, new acts as passed, a number of periodicals and bulletin series, and similar works of a reference and practical nature. Titles may be added to or subtracted from the list as need or experience indicates.

These materials, which it has been necessary to acquire by purchase or considerable correspondence, are now automati-

cally received free of charge upon publication. Depository status will save money and time, and will add substantially to the library's resources.

Reference Department

A copy of the shelf list of the reference books was made for use in the reference department. With schedules of headings and class numbers, it can be used as a classed catalog. It indicates the location of reference books in any of the several places where they might be and will assist materially in the use, development, and control of the collection. A complete inventory of reference books has already been made from this catalog.

In order to answer questions more rapidly by telephone, a ready reference collection of about 400 of the most commonly used books has been shelved next to the telephone desk.

The file of clippings, pamphlets, and miscellaneous material on West Virginia has been thoroughly overhauled, weeded, reclassified, and the more important materials separated for preservation.

Modification of the book selection practice for the reference collection is leading to concentration on purely reference works with a greater reliance on the general collection to supplement them. This is making more effective use of the book fund by reducing some duplication.

Garnet Branch

A year ago two facts suggested a change in the work of Garnet Branch Library: the steady decline in its use in recent years, and the need of an adequate library as part of Garnet High School. The open hours were reduced, consonant with the circulation, to 15 hours a week and the rest of the time was devoted to serving as a high school library.

At 4,695, public circulation declined again this year, by 34 per cent. Circulation to students, while growing steadily, does

not yet offset this decline, but may well do so in another year. The number of students visiting the library as borrowers or for reference purposes is high. The count for April alone was 2,173, four times that of a year ago, and they asked 961 questions of various kinds.

It appears that the public use of Garnet will continue to approach zero, while its student work will become more important.

The librarian, Mrs. Jamie R. Graham, has resigned effective July 1. Under her guidance a number of improvements have been made and the collection has been entirely recataloged. Mr. Richard D. Hobson has been appointed to succeed her.

South Charleston and St. Albans

These two municipal library movements have resulted from the financial inability of the county library to expand. It is the policy of the public library to do all it can to guide and help communities which are doing something for themselves. Our assistance to the South Charleston Public Library continues as in the past, and is the pattern for our work in St. Albans.

Soon after June 1, the St. Albans Public Library, Inc., a non-profit corporation with public library objectives, will open its doors. It is the fruit of a remarkably well-planned community effort supported by the time, work, materials, and money of generous-minded citizens. The county library is doing everything possible to help and to establish practices both efficient and uniform with those in the other library agencies.

The Extension Department has already made plans with St. Albans for the registration of borrowers, the circulation of books, the lending of a large deposit collection now being assembled and for telephone reference service from the county library. The Catalog Department will catalog books in St. Albans' own collection. So far these arrangements have been made informally and no definite agreements or contracts have yet been used.

Gifts

An unusually large number of gifts came to the library this year, adding 1,559 useful volumes to the library. Especially notable were 317 volumes from Mr. A. A. Barnes which included a number of English books about the Near East, the Orient, and the British Empire; a number of works on philately and civil engineering from Mrs. E. C. Brede of South Charleston; and 46 books and periodicals on hydraulic engineering and power from Mrs. Owen M. Jones of Glen Ferris, with four glazed book cases in perfect condition. Several church groups presented materials on their doctrine and history.

Last spring the Child Study League and its member groups voted to give the library their books related to child care and development. This added generously to the library's materials and gave members a more complete library service in their field of interest.

Building

Gloom was dispelled in the Reference Department by the installation of new fluorescent lighting. Similar lighting installed at the circulation desk has reduced both strain and errors. The old fixtures displaced from Reference were added to the Catalog Department.

The forest of steam pipes hanging from the low ceilings of the street floor have been insulated. Numerous repairs were made to the plumbing and heating system.

The old "Campaign Headquarters" in the southwest corner of the street floor is being fitted for library use. One of the rooms already has 10 sections of shelving for the processing of gifts and exchanges under the direction of the Catalog Department. The rest of the area will be prepared for the storage of various building and janitorial supplies and for a shipping room. The adjacent room will be used for the storage of deposit collections prepared continuously for delivery to schools in fall and winter and for additional shelving to house the growing collection of the Extension Department.

This part of the building was used for a number of years as a temporary office for the activities and financial drives of the American Red Cross, March of Dimes, Community Chest, and others. The demands of a growing library preclude its further use for non-library purposes.

Thanks

Many individuals and firms have continued to help the library this year, as in the past. The newspapers and radio stations have been of real value in keeping the library before the community. Especially we wish to thank the administrative staff of the Kanawha County schools for the advice and help they have so freely given in response to our numerous requests.

Here at home in the library, my personal gratitude goes to each and every staff member, all of whom have worked loyally and co-operatively with myself and with one another.

Respectfully submitted,

ROBERT NORTH, JR.

Librarian

Head Librarians to Change

Since this report was completed, Mr. North has resigned to accept an appointment as Deputy Director, Erie County Public Library, Buffalo, New York. The Library Board has appointed Mr. Mark L. Crum, Jr., of Pittsburgh, as the next Librarian.

EXPENDITURES

May 1, 1951 — April 30, 1952

Salaries	$ 72,951.31
Books	22,780.38
Periodicals	1,915.96
Binding	7,487.64
Maintenance	4,814.21
Supplies and Equipment	5,598.44
Utilities	3,164.97
Printing	349.76
Miscellaneous	251.61
Garnet Branch	7,721.60
Insurance	1,159.29
County Extension Service (Special)	714.56
	$128,909.73

NOTE: These figures are given to indicate the proportion of funds used for different purposes. The budget and fiscal year ends June 30. The library's financial records are kept by the Board of Education, and audited by state auditors.

The appropriation from the Board of Education for operating the library in the fiscal year 1951/52 was $137,972.89. In addition $375 was received from the sale of unneeded books and $534.50 from the William A. Bradford, Jr., Memorial Fund.

The Kanawha County Public Library is an outgrowth of the community library service begun in Charleston in 1909. It is maintained by the Board of Education of Kanawha County as an integral part of the educational purposes, and its collections, reading rooms, and services are available to all residents. It is governed by a Board of Directors appointed by the Board of Education. Like all public libraries, it is a living and concrete embodiment of the belief of the founders of the American Commonwealth that no stronghold is so strong as a nation of enlightened free men.

STATISTICAL REPORT

May 1, 1951 — April 30, 1952

Population served: 239,629.

Agencies: Main library, one branch, one bookmobile serving 38 stops, deposit collections in approximately 235 elementary school rooms outside Charleston.

Book Circulation

	1951/52	1950/51
Lent by Main Library	261,223	259,175
Lent by Bookmobile	117,238	108,729
Lent by Deposit Collections	107,967	100,287
Lent by Garnet Branch	4,695	7,234
Totals	491,123	475,425
Adult books lent	134,541	143,171
Juvenile books lent	356,582	332,254
Totals	491,123	475,425

Book Stock

	1951/52	1950/51
Number of volumes at end of year	139,569	131,520
Number of volumes added	14,329	16,764
Number of volumes withdrawn	6,280	5,805
Number of periodicals received	409	380
Number of newspapers received	18	16

Borrowers Registered

	1951/52	1950/51
Total number of registered borrowers	25,632	25,570
Total number registered during year	8,402	8,339
Children estimated to use deposit collections, in addition to the above	8,260	8,260

Time required of staff: 40 hours a week.

Library open 306 days, 63 hours a week.

ANNUAL
CIRCULATION 1951/52

	1951/52			1950/51			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	5,791			6,488			
Fiction	20,593	26,384		21,347	27,835		
Juvenile Books							
Non-fiction	12,906			11,128			
Fiction	46,042	58,948		50,309	61,437		
YA Collection							
Non-fiction	1,068			1,413			
Fiction	5,478	6,546		4,797	6,210		
Total Bookmobile Only			91,878			95,482	- 3.7%
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	2,544			561			
Fiction	22,816	25,360		12,686	13,247		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———	———		
Total Teachers' Coll.		25,360			13,247		+91.4%
Total Bookmobile & Teachers' Coll.			117,238			108,729	+ 7.8%
Deposit Collection							
Adult							
Non-fiction	487			204			
Fiction	1,077	1,564		893	1,097		
YA Collection							
Non-fiction	247			266			
Fiction	1,094	1,341		1,211	1,477		
Juvenile Coll.							
Non-fiction	16,635			9,683			
Fiction	88,427	105,062		88,030	97,713		
Total Deposit Collection			107,967			100,287	+ 7.6%
Total Extension Department			225,205			209,016	+ 7.7%

CIRCULATION ANNUAL

	1951/52			1950/51		
MAIN LIBRARY						
Adult Department						
Non-fiction	41,494			43,318		
Fiction	39,947			42,742		
Pamphlets	1,099			1,129		
Periodicals				143		
Pictures	2,466			2,977		
Total		85,006			90,309	
YA Collection						
Non-fiction	2,241			2,590		
Fiction	8,604	10,845		9,293	11,883	
Total Adult Dept.			95,851			102,192 - 7.1%
B. & G. Dept.						
Non-fiction	11,954			12,462		
Fiction	63,559			64,465		
Pamphlets	16			4		
Periodicals	486			247		
Total		76,015			77,179	- 1.5%
Teachers' Collection						
Non-fiction	7,244			6,640		
Fiction	82,113	89,357		73,164	79,804	
Total B. & G. Dept.			165,372			156,983 +5.3%
Total for Main Library			261,223			259,175 + .78%
GARNET BRANCH						
Adult						
Non-fiction	1,286			1,755		
Fiction	1,348			2,320		
Periodicals	140	2,855		145	4,360	
Pamphlets	81			140		
Juvenile						
Non-fiction	622			918		
Fiction	1,218			1,929		
Periodicals		1,840	4,695	27	2,874	7,234 - 34%
GRAND TOTAL FOR ALL DEPARTMENTS			491,123			475,425 + 3.3%

SUMMARY

Adult						
Non-fiction	49,058			51,765		
Fiction	62,965			67,302		
Other	3,786	115,809		4,534	123,601	
YA						
Non-fiction	3,556			4,269		
Fiction	15,176	18,732		15,301	19,570	
		(134,541)			(143,171)	(+6.0%)
Juvenile						
Non-fiction	51,905			41,392		
Fiction	304,175			290,584		
Other	502	356,582		278	332,254	+7.3%
GRAND TOTAL			491,123			475,425 +3.3%

REGISTRATION ANNUAL

	1951/52		1950/51		
MAIN LIBRARY					
Adult Department					
New borrowers	3,377		3,027		
Transients	42		58		
Re-registered	1,192	4,611	1,482	4,567	+ .96%
Boys and Girls Dept.					
New borrowers	1,595		1,607		
Re-registered	170	1,765	218	1,825	- 3.2%
Bookmobile					
New borrowers	1,380		1,282		
Re-registered	412	1,792	305	1,587	+ 12 %
Garnet Branch					
New borrowers	190		219		
Re-registered	44	234	141	360	- 35 %
GRAND TOTAL					
New borrowers	6,584		6,193		
Re-registered	1,818		2,146		
Total		8,402		8,339	+ .75%

MINUTES OF A SPECIAL MEETING

OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

May 16, 1952

A special meeting of the Board of Directors of the Kanawha County Public Library, called pursuant to the provisions of Section 3, Article II, of the By-Laws, was held on May 16, 1952, at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Clark
Dr Cook
Mr Flinn
Mr Hanson
Dr Hoffman
Judge Hudson
Mr Kleeman
Colonel Phillips
Mr Shonk

Mr Ray, the president, presided. The librarian acted as secretary and reported that a quorum was present.

Mr North reported to the meeting that he had accepted a position as Deputy Director of the Erie County Public Library, Buffalo, New York, and submitted to the Board his resignation as Librarian of the Kanawha County Public Library in a letter dated May 14, 1952, reading as follows:

> "My appointment as Second Deputy Director of the Erie County Public Library, Buffalo, New York has just been announced, and I submit herewith my resignation as Librarian of the Kanawha County Public Library, effective July 15, 1952.

In departing after a period only two years and a half, I feel that my stay has not been long enough and that I take away at least as much as I leave behind. The members of the Library Board, the staff and the community have all afforded me a busy, enjoyable and satisfying tenure.

I shall always think of Charleston and the Kanawha County Public Library with pleasure and give them due credit for schooling me in experience sure to be helpful in my new position."

On motion of Mr Hanson, seconded by Colonel Phillips, the following resolution was unanimously adopted:

RESOLVED, That this Board accept, with regret, the resignation of Mr Robert North, Jr. as Librarian effective July 15, 1952.

RESOLVED FURTHER,
That this Board extend to Mr North its congratulations upon his new appointment and its thanks for the splendid work he has done as Librarian of the Kanawha County Public Library.

Mr North has served this library well. In the 2 years, 8 months under his direction, the library maintained its high standard, enlarged its outstanding book collection and expanded its usefulness to the communities which it serves - accomplishments for which the Board wishes to record its appreciation.

The president then stated that Mr Mark L. Crum, Jr had applied for the position of librarian and had come to Charleston for an interview. The president reported the answers to inquiries about Mr Crum, and suggested that Mr Crum be invited to come into the meeting.

Thereupon Mr Crum came into the meeting and made a statement about his training, experience, his particular interest in public library administration, and answered questions of the board members.

Then Mr Crum withdrew from the meeting.

The librarian reported favorably on his conversations with Mr Crum. After a thorough discussion of the candidate's training, qualifications,

references, the salary to be paid and related matters, the following motion offered by Mr Hanson, seconded by Mr Kleeman was unanimously carried.

RESOLVED, That Mark L. Crum, Jr be appointed librarian of the Kanawha County Public Library at an annual salary of $5,406.60 effective June 15, 1952.

There being no further business, the meeting on motion adjourned.

President

Secretary